

APPENDIX V

SECURITY ASSISTANCE (SA) PROGRAM SHIPMENTS: FOREIGN MILITARY SALES (FMS) AND GRANT AID, FORMERLY MILITARY ASSISTANCE PROGRAM (MAP)

A. GENERAL

1. The SA Program is a United States (U.S.) Government (USG)-sanctioned program that authorizes and controls government-to-government transfer of defense articles and services. The authority and procedures are generated at several levels of the Federal Government. These include laws passed by Congress; actions and determinations made by the President; and various rules, regulations, and procedures published by the Department of State, Department of Commerce, and Department of Defense (DOD). Within the DOD, each of the Military Services publishes rules and procedures and oversees its portion of the SA Program. In its capacity of managing its portion of the SA Program, each Military Service is identified as an Implementing Agency (IA) or a Sponsoring U.S. Service. The SA Program is divided into two major sub-programs. The first and largest is the FMS Program. The other consists of various Grant or Grant Aid programs.

2. Since 1981 the FMS program has become the dominant SA Program. At that time most Grant recipients began to receive grant funds or non-repayable credit money so they could obtain their SA Program grants through FMS procedures. In the FMS program, customer countries actually purchase defense articles and services from DOD or the USG. A Customer Country can be a self-reliant purchaser using its own funds, or it can make purchases using credit, either repayable or non-repayable. Regardless of the source of a purchaser's funds, U.S. law states that the DOD will not operate the FMS Program at a loss.

3. Under FMS procedures, a Customer Country may take possession or custody of its purchases at various points. This point can be at a shipment's Continental United States (CONUS) point of origin, at a Customer Country's CONUS-located facility (usually operated by commercial agents known as freight forwarders), or at an overseas Port of Debarkation (POD) or inland point within the Customer Country itself. This means that FMS materiel can be routed to a Customer Country totally outside of the Defense Transportation System (DTS), partially in the DTS, or totally in the DTS. Regardless of where custody passes, however, title or ownership of FMS materiel almost always passes to the purchaser at its CONUS (or overseas) point of origin. The party having custody of a shipment is determined by a Delivery Term Code (DTC). The nature of materiel being shipped can determine which DTC has to be used. For example, Sensitive Arms and Ammunition and Explosives (AA&E) must be controlled by DOD at least through a DOD-controlled Port of Embarkation (POE) (DTC 8). The point of transfer is agreed to by the Purchaser and the USG (in writing) in an FMS Case. An FMS case is also called a Letter of Offer and Acceptance (LOA). Besides the DTC, an LOA contains all the data that is normally needed to correctly process and ship an FMS requirement.

4. DTCs, Type Assistance or Finance Codes, addressing codes etc. that are contained in an LOA are used to create Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitioning and supply documents by IAs. This MILSTRIP data provides every DOD/USG

shipping activity and transportation agency with all the information that is necessary to correctly process and ship FMS requirements. The information will advise at what point custody will pass (DTC) and who the IA is, furnish correct addressing data, give correct Transportation Account Code (TAC) data, and determine if a U.S. carrier must be used to move the materiel (Type Finance or Assistance code).

5. Although reduced in scope, Grant Aid programs are part of the SA Program. One example is shipments made under the International Military Education and Training Program. Although technically not part of the Grant Aid program because they are not funded by Congress, another example is Presidential Determination (PD) materiel. PD shipments follow special Grant Aid procedures, so they are included as part of the program. Similar to FMS, MILSTRIP documentation for Grant Aid releases provides all of the data needed to correctly ship the materiel. Unlike FMS, all Grant Aid shipments are moved via the DTS to a recipient country's POD (offloaded).

6. As stated above, title or ownership to FMS (and Grant Aid) materiel passes to a customer or recipient country at its CONUS (or overseas) point of origin. This means that any DOD/USG-procured transportation is performed as a reimbursable service for a Customer Country. The USG will not be held responsible for damage or loss that may occur in transit, regardless of the mode of transportation used. For this reason, customer countries are advised during FMS case preparation to obtain commercial insurance if they want to recover materiel costs for intransit loss or damage. DOD shipping activities or transportation agencies, however, are responsible for initiating tracer actions or submitting claims against carriers on behalf of customer countries for loss or damage that happens in DOD-procured transportation.

7. See Chapter 205 for information on shipments of SECRET, CONFIDENTIAL, CCI, and SENSITIVE material.

B. RESPONSIBILITIES

1. For DTS surface-moved FMS and Grant Aid cargo, the Commander, Military Traffic Management Command (MTMC) will:

a. Determine proper freight classification, rates, charges, rules, and regulations that apply to SA traffic. Note: DOD tenders also apply to the movement of Security Assistance shipments.

b. Negotiate with all commercial for-hire carriers to establish or modify rates, classification descriptions and ratings, charges, rules regulations, or accessorial freight services.

c. Ensure that rates and charges that involve accessorial freight services incidental to a line-haul transportation movement under MTMC routing control are solicited as follows:

(1) Rates and charges for performance of transportation (does not include accessorial freight services).

(2) Rates and charges for performance of transportation plus accessorial freight services.

d. Advise appropriate IAs and other DOD agencies of the results of negotiation actions taken.

e. Recommend litigation in transportation and traffic management areas to protect and promote the interests of the DOD SA Program.

2. Transportation Officers (TOs) and contracting officers will furnish the Commander, MTMC, with all information in connection with negotiations with commercial carriers as far in advance as possible. Ideally, Volume Movement Request (VMRs) for DTS-routed SA-planned volume movements will be submitted at least 60 days in advance of a movement, but not less than 30 days before the date of the movement. If a movement develops within a shorter timeframe, the information must be furnished as soon as possible.

3. Commanding officers, purchasing and contracting officers, inventory managers, TOs at contract administration offices, and other DOD officials having advance information concerning procurement or other actions involving DTS-routed SA-planned volume movements will furnish such information to the TO or traffic analyst serving the purchasing activity (Federal Acquisition Regulation, Part 42-1402, Volume Movements within the Continental United States). The TO or traffic analyst, in turn, will furnish the required information to the Commander, MTMC, in accordance with transmittal instructions as far in advance as possible.

C. PLANNED VOLUME MOVEMENT (Refer to Chapter 201 paragraph L.2.a)

1. As used in this Appendix, a planned volume movement is any DTS movement of SA freight where the total quantity amounts to or exceeds 25 carloads (CLs), or 25 truckloads (TLs), or weighs 500,000 pounds or more.

2. Shippers should consolidate traffic with origin or destination points within the same geographical area whenever possible. Consolidation increases the potential for volume rate negotiation benefits.

D. RATE NEGOTIATIONS (Refer to Chapter 201 paragraph L)

1. Except as noted, the TO will forward information shown below to the Commander, MTMC, with an information copy to the MTMC Deployment Support Command (DSC). Furnish copies of Export Traffic Release Requests (ETRRs) instead of VMRs, provided the copies submitted to Commander, MTMC, and the MTMC DSC are in plain language and identified as a VMR. It is mandatory that VMRs include the information required in Paragraph D.3 below. Submit information when:

a. A planned volume movement is scheduled from one origin point to one destination point for which the transportation effected under USG control and charges are paid with a Government Bill of Lading (GBL) or other accepted USG means for reimbursing carriers for their services.

b. Shipments from one origin point to a single destination will amount to or exceed 25 CLs, or 25 TLs, or 500,000 pounds within 1 year.

c. Repetitive shipments originate at or are destined to a point with rail disability or inadequate motor service.

d. Serve the transportation needs of the activity with trailer-on-flatcar service, container-on-flatcar service, or container service.

e. A movement not reportable as listed above, which involves carrier services or unusual characteristics or circumstances that indicate a need for or possibility for freight rate negotiations.

2. An exception to the policy stated in Paragraph D.1 above is for repetitive movements that involve the same commodity and identical origin and destination points that were reported need not be reported again during that same calendar year, or until at least 6 months have elapsed from the time of the initial report, whichever is later.

3. Report the following information for Paragraph D.1 above to Commander, MTMC (Reports Control Symbol MTMC-88):

a. Requesting activity identification number.

b. Complete description of commodity, including National Stock Number (if assigned), use of article, material from which made, value (if known), and type of inner package. General categories (e.g., Quartermaster Supplies, "Table of Organization and Equipment", "organizational equipment", "Air Force equipment", or "yards and docks equipment") and general stock-list class numbers will not be used, except for shipments that include wide mixtures. For wide-mixture shipments, furnish a description of at least three of the predominant items.

c. Governing freight classification and item number or MTMC-authorized classification item number (Freight Classification Guide System).

d. Packaging of commodity (box, crate, bundle, loose, set up or knocked down, containerized, or palletized unit loads).

e. Free on Board contract terms.

f. Origin point [if a commercial facility, identify railroad(s)] serving the location or the water port nearest the location.

g. Destination point (if a commercial facility, identify railroad(s)) serving the location or the water port nearest the location.

h. Purchasing government.

i. Purchasing government's freight forwarder if the DTC assigned to the shipment is a 5 or H.

j. Estimated total weight of shipment.

k. Estimated number of CLs, TLs, or barge loads. (The estimated number of CLs, TLs, or barge loads should be computed on the weight that can be loaded in or on a single transportation conveyance when loaded to full visible capacity or load limit).

l. Date movement is expected to start.

m. Date movement is expected to end.

n. Total origin disability costs for each mode.

o. Total destination disability costs for each mode.

p. Accessorial services required.

q. Data applicable to light and/or bulky shipments and containerized cargo:

(1) Number of units loaded per (size) (type) rail car.

(2) Number of units loaded per (size) (type) truck.

(3) Number of units loaded per (size) (type) container.

(4) Number of units loaded per (size) (type) barge.

(5) Cube and physical measurement of each commodity unit.

r. For classified shipments, indicate security classification (for example, SECRET or CONFIDENTIAL). For sensitive AA&E shipments, indicate the AA&E Security Risk Category (e.g., Category I, II, III, or IV). Also, specify the type of transportation protective service required (e.g., DOD Constant Surveillance Service, Satellite Motor Surveillance Service). See Chapter 205, Movement of SECRET, Confidential, CCI, and Sensitive Material.

4. Newly procured vehicles are exempt from VMR requirements when reported under the provisions of Army Regulation 55-27, Vehicle Movement Schedule for Shipment Forecast.

E. ACCESSORIAL SERVICES

1. When accessorial services, other than those authorized in tenders, are required because of the volume or nature of the traffic, submit a request for negotiation to Commander, MTMC. Accessorial services include pickup and delivery, reciprocal switching, terminal services and facilities or extensions thereof, and dismantling and/or reassembly. Adjustments in rates and charges for services already established and questions of policy in connection with these services will also be referred to Commander, MTMC. TOs will transmit information to HQ MTMC in one of the following formats:

a. Letter Address: Commander, MTMC, Attn: MTOP-J, 200 Stovall Street, Alexandria VA 22332-5000.

b. Message Address: CDR MTMC ALEXANDRIA VA//MTOP-J//.

c. Electronically Transmitted Message. When condition “MINIMIZE” is imposed, information will be transmitted via commercial telephone or telegraph. Classified information will be transmitted under proper security classification and applicable security regulations.

d. Facsimile. Telephone: (703) 428-3301, DSN 328-3301, Attn: MTOP-J, Alexandria VA 22332-5000.

2. The Commander, MTMC, will not normally acknowledge receipt of, or furnish any replies to, correspondence received under the provisions of Paragraph E.1 above. However, the TO will advise the DSC of negotiation actions at HQ MTMC DSC, ATTN: MTDC-OPCL, 661 Sheppard Place, Room 311, Fort Eustis VA 23604-5263, Facsimile: (757) 878-8625, Commercial (757) 878-5110, Extension 8631, DSN 927-5110, Extension 8631.

F. TRANSPORTATION PROCEDURES

1. Movement of FMS cargo is divided into two categories. The first is cargo that moves under DOD or USG control. The other is cargo that moves under Customer Country control. Some DOD-controlled movement is mandatory because of DOD pricing policies. Defense Working Capital Fund (DWCF) materiel includes inland CONUS transportation cost in its materiel prices. Therefore, all inland-CONUS transportation of this materiel is done on a pre-paid basis regardless of how it is moved from CONUS to its final destination. Other cargo must move under DOD control for security policy reasons. All Sensitive AA&E materiel must move, as a minimum, in DOD-controlled transportation through a DOD-controlled POE into a Customer Country-controlled vessel or aircraft. Classified materiel may also require this minimum of DOD control. Normally, a Customer Country (or international organization, such as the North Atlantic Treaty Organization) is expected to transport all but this mandatory DTS cargo under its own control. However, a purchasing country may negotiate DOD-furnished transportation as part of the terms of an FMS Case (i.e., a LOA for any of its purchases). The point at which custody or movement control passes from DOD/USG to a Customer Country is identified in an LOA by a DTC. DTCs become part of MILSTRIP requisitioning and supply documents that are used to release shipments from DOD (and General Services Administration) shipping activities. DOD 4000.25-1-M, DOD Military Standard Requisitioning and Issue Procedures (MILSTRIP), and implementing service regulations provide release procedures for FMS shipments, and they identify supply documentation needed to properly mark and ship FMS requirements. DTCs, Country Codes, Offer/Release Option Codes, and so forth should be used by shippers to select the applicable part of this regulation that applies to moving a shipment of FMS cargo from its point of origin to the point where control passes from the USG to the Customer Country. DTCs are defined and described in Paragraphs O and P below. They are located in record position (rp) 46 of a MILSTRIP document or the fifth position of a Transportation Control Number (TCN).

2. Depending on a shipment's DTC, the source or materiel (i.e., DWCF or non-DWCF items), and the nature of the materiel (e.g., sensitive AA&E or classified items), the following transportation should be arranged by DOD shipping activities for FMS shipments. Grant Aid shipments will be processed in the same way as DTC 9 FMS shipments (i.e., DOD will arrange shipment from point of origin to overseas POD plus overseas carrier offloading).

a. Unless a Customer Country or its agent (freight forwarder) makes arrangements for pickup at the shipping activity; DTC 4 and E, non-DWCF and non-Sensitive cargo will be shipped to a CONUS ship-to address on a Collect Commercial Bill of Lading. Ship-to addresses are identified in the Military Assistance Program Address Directory (MAPAD) as Type Address Code 2 addresses. NOTE: Small parcels will be forwarded on a pre-paid basis to the applicable Type Address Code 1 address found in the MAPAD even if they meet all the above requirements for collect shipment. Pre-pay-and-add procedures will be followed to reimburse the USG for this transportation.

b. DTC 5, 7, 8, 9, A, B, C, D, F, G, H, and J and all DWCF materiel will be shipped pre-paid to a CONUS location (a Customer Country representative or agent or a CONUS POE). Payment to inland CONUS will be made under a GBL or other acceptable DOD method of carrier payment. Shippers must ensure that they cite the applicable DWCF for shipments of DWCF materiel and the applicable FMS transportation fund for non-DWCF shipments.

NOTE: Although DTC 5 involves shipment to a Customer Country's freight forwarder, the Customer Country or its freight forwarder cannot designate which carrier a shipper must use for routing the cargo to the freight forwarder's facilities. Transportation is being furnished as a reimbursable service by the DOD, and DOD carrier selection rules must be followed. Only when shipments are being made on a collect basis can the purchaser or freight forwarder carrier selection or preference instructions be followed. These instructions may come in the form of a Notice of Availability (NOA) response, or as Special Instructions to an address found in the MAPAD.

c. Deviations from shipment DTCs may occur. Since MILSTRIP document numbers are permanent records, they or their related TCNs will not be amended to reflect these changes. When a change occurs, the shipping activity will be advised in writing by an IA or a material manager to process a shipment according to the revised DTC. The materiel manager will use a Transportation Bill Code (TBC) to advise the Defense Finance and Accounting Service-Denver (DFAS-DE) of the action for billing corrections.

3. Shipment Discrepancies. USG policy allows a Customer Country to make claims for deficiencies in materiel that occur prior to shipment (i.e., title transfer). To implement this policy, shippers are required to furnish proof of shipment if a claim is submitted to DOD by a purchaser for non-receipt or damaged materiel. SA regulations define this proof of shipment as, "Constructive Proof of Delivery". Proof of shipment can be any bill of lading (BL) or small parcel carrier pickup register that shows acceptance of the shipment by the carrier. It can also be a U.S. Postal Service Insurance, Certified, or Registered mail form that shows initial movement of the materiel from a DOD shipping activity (in addition to DOD and USG depots, "shipping activity" includes commercial vendors who supply materiel under a DOD procurement contract for the FMS Program). Any cost for loss or damage to materiel while in transit, regardless of where DOD/USG control terminates must be absorbed by the purchaser. Customers are advised during LOA (FMS Case) development that, due to limited liability by carriers, they should purchase commercial insurance if they wish to obtain full value for shipments that may be damaged or lost while in transit, including in transit in the DTS. Responsibility for tracer actions or for claims against carriers, however, depends on whether shipments are made under DOD

control or Customer Country/freight forwarder control. These responsibilities are described below.

a. When DOD/USG furnishes or procures transportation for FMS shipments, a DOD shipping activity is responsible for initiating a tracing action with a carrier upon the request of a Customer Country representative or agent. If loss or damage is proved, the shipping activity will file a claim against the carrier, and the proceeds from the claim will be forwarded to the Customer Country's account held at DFAS-DE. DOD transportation agencies will use TDR procedures for tracers and claims for FMS materiel moving overseas via the DTS.

b. When a Collect Commercial Bill of Lading (CCBL) is used, DOD will only need to prove shipment. All tracer or claim action is the responsibility of the Customer Country or its CONUS-located commercial agent (freight forwarder).

4. Any DOD/USG-controlled transportation of SA cargo will generally follow normal DTS procedures; except for CCBLs, different tracing and claim responsibilities, and purchasers and their freight forwarders having authority to choose inland CONUS carrier. DTC 4 shipments are processed much the same as other shipments released from DOD/USG activities. However, as indicated above, some special considerations apply to all SA shipments. In addition, SA shipments require an understanding of several terms that usually do not apply to normal DOD shipments. The paragraphs that follow help explain some of these special processes and terms. These procedures and terms are used in conjunction with the general transportation procedures found in Chapter 203.

a. Export Declarations and Licenses.

(1) If FMS Customers take possession of their purchases in CONUS (i.e., DTCs 4, 5 or 8) they must obtain licenses for exporting them from the U.S. State Department Office of Defense Trade Controls. When the materiel actually moves, the purchaser or its agent/freight forwarder must declare the materiel to U.S. Customs. The detailed information needed for the export declarations is found in shipping activity supply release documents. For this reason, it is extremely important that shippers ensure that copies of these documents are securely attached to the exterior of shipment units according to MILSTRIP and MIL-STD/HBK-129, Standard Practice for Military Marking, procedures. For depots a release document is normally an Issue Release/Receipt Document (DD Form 1348-1A). For vendor-supplied shipments, the proper form is a Materiel Inspection and Receiving Report (DD Form 250). Any activity making an FMS shipment should retain at least one good copy of the release documents applicable to the shipment. Freight forwarders are not authorized to open containers to obtain copies that are placed by supply personnel, on the inside. Therefore, if exterior documentation is lost or damaged, a shipping activity may be asked to furnish new copies to ensure legal export of the materiel being held.

(2) No Export License is required if export of defense articles is made by an agency of the USG. When DOD sponsors overseas movement of FMS materiel through the DTS, DOD is exempt from the requirement for an Export License. Also, under these conditions, DOD shippers normally do not have to prepare Shipper's Export Declarations. However, this is not true for shipments to Canada and for many shipments that move to customer countries via

commercial air arranged for directly by a shipping activity. The DTS involves that portion of the worldwide transportation infrastructure that supports the DOD common-user transportation needs across the range of military operations. The DTS consists of those common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by the DOD, except for those that are Service-unique or theater-assigned. Overseas movement via a carrier paid with a GBL, CBL, or Electronic Data Interchange (EDI) that cites a DOD-controlled fund is a DTS movement. Although the title to FMS materiel moving via the DTS still transfers to a purchasing country at point of origin, DOD technically retains custody until the materiel arrives at the overseas port of discharge in the destination country. Under no circumstances will exemptions to export licensing and Shipper's Export Declaration preparation be extended to exports made by any foreign government or its commercial agent (freight forwarder).

b. Annotation of Transportation Documents. When FMS cargo is moved overseas to a Customer Country (DTCs 6, 7, 9, A, D, F, G, or J) through a DOD-controlled water or aerial port, shipping activities must annotate the BL (GBLs or CBLs) with the following:

“(Applicable Military Department) Sponsored Foreign Military Sales
Shipment—No Export Declaration or License Required. 22 CFR 126-4 (a) Applicable.”

The signature of the issuing officer on the BL serves as a certification of this statement. This statement must appear in BL used to ship FMS cargo to a CONUS Water POE /Aerial POE from which onward movement is performed or arranged by MTMC or the Air Mobility Command (AMC) (i.e., DTCs 6, 7, 9, A, D, F, G, or J).

Note: Under no circumstances will this annotation be made on BL issued to move FMS materiel to a Customer Country's CONUS-located facilities, Customer Country's commercial agent/freight forwarder, or CONUS POE for Customer Country-arranged pickup.

c. NOAs. Use of NOAs for release of FMS cargo from shipping activities is fully explained in Chapter 6 of DOD 4000.25-1-M. However, some basic principles should be kept in mind by all supply activity TOs. The following information and precautions will help prevent improper release of FMS shipments:

(1) NOAs do not apply to DTC 2, 6, 7, 9, A, D, F, G, or J shipments. Except for DTC 2, all shipments made under these DTCs are moved to at least an overseas POD. Under DTC 2, shipment is made from one DOD facility or contractor to another, and internal DOD transportation procedures apply.

(2) NOA procedures apply equally to DTCs 4, 5, E and H. Although DTCs 4 and E involve collect shipment to FMS freight forwarders and DTCs 5 and H involve DOD prepaid shipment, a freight forwarder still needs to be advised that certain types of materiel are ready for shipment.

(3) For DTC 8, B and C shipments (pickup by Customer Country-arranged transportation at a DOD-controlled POE), NOA procedures are different for ocean pickups and air pickups.

(a) For ocean pickups, a shipping activity must send an ETRR to the MTMC DSC. A NOA is sent to the appropriate NOA addressee with advice that arrangements must be made with the DSC for the ocean port to be used and the date the pickup can be made. The shipper will release cargo to the ocean port only in response to DSCs resulting ETR, not to any direction received from the NOA addressee.

(b) For air pickups, two possibilities exist.

1 If the shipping activity is advised before sending an NOA that a pilot pickup will be involved, an NOA is sent to the appropriate NOA addressee and no ETRR is submitted. The Customer Country and its freight forwarder will then make arrangements with U.S. Air Force or Navy headquarters to land Customer Country military or chartered aircraft at a CONUS Air Force Base or Naval Air Station. The NOA response will advise the shipper to which aerial port the cargo should be moved and when it should arrive. The shipper should confirm the place and dates with transportation personnel at the designated aerial port or appropriate IA transportation personnel, as in the case of munitions.

2 Coordination with the Joint Munitions Transportation Coordinating Activity (JMTCA) at Army Operations Support Command (OSC) may also be necessary (see Chapter 204). The JMTCA will furnish shipping instructions to move the cargo to the designated aerial port following normal DOD inland CONUS procedures. If a shipping activity is advised after sending an ETRR/NOA combination that a pilot pickup will be used, it will follow the pilot pickup procedure and cancel the ETRR.

(4) The correct NOA addressee is normally the Type Address Code 3 address found in the MAPAD for the Military Assistance Program Address Code (MAPAC) involved. However, if CLASSIFIED materiel is involved, regardless of the DTC, the NOA must go to the Country Representative indicated in the MAPAD for the Customer Country involved. This Country Representative must also respond to the NOA. A shipper should not accept a response from a freight forwarder under any circumstances. Again, NOA procedures do not apply to DTC 2, 6, 7, 9, A, D, F, G, or J shipments.

(5) Whether an NOA is required is determined by either the Offer Release Option Code found in rp 47 of the MILSTRIP release document or the type of materiel involved. Offer Release Option Code Y indicates shipment can be made if no response is received within 15 days. Offer Release Option Code Z indicates that a shipment cannot be made until a response is received. Offer Release Option Code A normally will allow automatic release without an NOA. However, MILSTRIP requires that Offer Release Option Code Z procedures must be followed if any unusual transportation factors apply to a shipment. These factors include oversize or overweight shipments, hazardous materials (HAZMAT) shipments, classified shipments, sensitive shipments or any factor that would require Release Unit (RU) procedures for a DOD shipment. If a shipments Material Release Orders (MROs) contain Offer Release Option Code Z but they qualify for small parcel movement via the U. S. Postal Service (USPS) or a Mode 5 carrier, the shipment may be processed as an Offer Release Option Code A shipment.

d. Fund Citations, TACs, and DTCs designate at which point custody (not ownership or title) passes from the USG to the purchaser. However, funding for movement, especially inland

CONUS movement, is not always easy to determine. The following should be considered by a shipping activity before release of a SA requirement:

(1) CCBL procedures normally apply to DTC 4 and E shipments of non-DWCF materiel. Unless MAPAD Special Instructions or NOA responses direct use of specific carriers, a shipping activity may select the carrier to be used. However, if the MAPAD contains a Type Address Code 7 address for a MAPAC, the carrier selected must accept third-party billing rather than cash on delivery from the consignee. The shipper must insert a “no recourse” clause into the BL whether collect or third-party billing procedures are followed. DTC 4 or E shipments are only made to Customer Country facilities in CONUS, to FMS Freight Forwarder facilities in CONUS, or to locations in Canada. Even if a MILSTRIP release document contains a DTC 4 in rp 34, the shipment must be processed as a DTC 5 prepaid shipment if DWCF materiel is being shipped.

(2) Prepaid Inland CONUS transportation. Except for DTC 4 and DTC E, all inland CONUS FMS shipments involve pre-paid inland CONUS transportation. Before release of materiel, shipping activities must determine if this transportation will be funded with DWCF money or FMS Trust Fund Transportation Cost Clearing Account money. Supply depots can normally identify DWCF and non-DWCF materiel. However, Contract Administration offices that process direct vendor shipments must examine fund citations in contracts to determine which fund applies. Fund citations for DWCF items usually commence with 97x4930. Procurements for non-DWCF FMS shipments will commence with 9711x8242. Also, certain types of materiel, such as Excess Defense Articles, may involve a fund citation that relates directly to a line in an FMS Case. The materiel manager should furnish these to the shipping activity. However, if any doubt exists, the shipper should contact the applicable materiel manager for assistance. Once the fund source is determined, BL for DWCF materiel will cite the applicable DWCF. Non-DWCF materiel BL will cite the FMS Trust Fund Transportation Cost Clearing Account or other account as applicable. See Appendix CC-11, Attachment 7, for instructions regarding construction of fund citations.

(3) Pre-Pay and Add. If a DTC 4 non-DWCF shipment consists of a shipment unit that can be moved by a small parcel carrier such as the USPS or United Parcel Service, it should be shipped prepaid to a CONUS located FMS Freight Forwarder, Customer Country facility, or into Canada as a pre-paid small parcel shipment. Depending on local policies, the shipper's or the materiel manager's funds should be used for these shipments. However, the shipment and its cost must be reported to the materiel manager so that the funds may be recouped from Customer Country accounts held at DFAS-DE.

(4) TACs. TACs are four-position, abbreviated fund citations used by DOD Transportation Agencies to bill for services such as port handling and overocean movement. A complete discussion of SA TACs is contained in Appendix CC-11 of this Regulation. However, a few basic factors should be kept in mind when constructing and using TACs for SA shipments:

(a) FMS. The first position of an FMS TAC identifies the IA or Sponsoring U.S. Service that administers an FMS sale. For a shipping activity, it is identified as the first position of the document number found in a MILSTRIP release document or the first position of the TCN created from one of these documents. For example, B identifies the U.S. Army, D the

U.S. Air Force (USAF), and P the U.S. Navy. The remaining three positions of an FMS TAC consist of the FMS Case designator applicable to the release. This case designator can be found in rp 48-50 of the applicable MILSTRIP release document.

(b) Grant Aid. The first position of a Grant Aid TAC is identical to the first position of an FMS TAC. It is obtained from the same position in a MILSTRIP document or TCN. The second and third positions are the recipient country's Country Code. This Code is made up of the second and third positions of a MILSTRIP document number or a TCN constructed from one of these document numbers. The fourth position is the Type Assistance Code. It is obtained from the fourth position of the MILSTRIP Document number/TCN.

(c) Special Assignment Airlift Missions (SAAMs). Unlike other DOD/USG-sponsored transportation of FMS requirement, SAAMs and other premium transportation, are not funded from the FMS Trust Fund Transportation Cost Clearing Account or a DWCF. The DTC for cargo lifted in a SAAM will still be a 9 or a 7 because the movement is under DOD control. However, the funds for a SAAM are part of a case line in an LOA, and a Customer Country reimburses DOD/USG for the exact cost of the SAAM. The materiel manager or other command that sets up the SAAM with the AMC normally holds their funds and pays the AMC when the total cost of the SAAM has been computed. Because of this special procedure, no TACs are assigned to SAAMs.

e. IA/Sponsoring U.S. Military Service. The U.S. Army, USAF, U.S. Navy, U.S. Marine Corps, and other DOD agencies all process or administer FMS Cases LOAs or various Grant Aid Programs. When one of these agencies is responsible for an LOA or Grant Aid Program, it is referred to as an IA or Sponsoring U.S. Military Service. Any question regarding a specific LOA or Grant Aid Program should be referred to its IA. Each IA is identified by the first position of a shipment's TCN or the MILSTRIP document number or numbers being shipped under that TCN. If an air clearance is required for an FMS shipment, the major IAs and their codes are listed below along with the SA Points of Contact (POC) that can be contacted for assistance regarding shipments sponsored by the IAs.

<u>CODE</u>	<u>IMPLEMENTING AGENCY</u>	<u>SECURITY ASSISTANCE POC</u>
B	U.S. ARMY	U.S. ARMY SECURITY ASSISTANCE CENTER ATTN: AMSAC-OL-LS-CS 54 M AVENUE, SUITE 1 NEW CUMBERLAND PA 17070-5096 TEL: (717) 770- EXT 6843 OR 7398
D	U.S. AIR FORCE	U. S. AIR FORCE SECURITY ASSISTANCE COMMAND ATTN: AFMC/LGTT TRAFFIC MANAGEMENT BRANCH 4375 CHIDLAW ROAD, BUILDING 262, ROOM B117 WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433-5006 TEL: (937) 257- EXT 5631, 3422, 2919, or 5389

FOR AIR FORCE FMS MUNITIONS:
 USAF MUNITIONS CONTROL POINT
 HILL AFB UT 84056-5819
 TEL: (801) 777-5771

P	U.S. NAVY	U.S. NAVY INVENTORY CONTROL POINT PHILADELPHIA PA 19111-5098 TEL: (215) 697- EXT 5002, 1155, or 1340
K	U.S. MARINE CORPS	COMMANDANT OF THE MARINE CORPS CODE LFT-1 WASHINGTON DC 20380-0001 TEL: (703) 695-7930
T	DEFENSE REUTILIZATION AND MARKETING SERVICE	U.S. NAVY INVENTORY CONTROL POINT PHILADELPHIA PA 19111-5098 TEL: (215) 697- EXT 5002, 1155, or 1340 DRMS 74 WASHINGTON AVENUE NORTH BATTLE CREEK MI 49017-3092 TEL: (616) 961- EXT 5927 OR 5910

Two important factors regarding IAs involve air clearances and proper construction of TACs for SA requirements. If an FMS or Grant Aid shipment is eligible for AMC Channel airlift (i.e., its Issue Priority Designator is 01-08 (TP 1)), it must be challenged with a Service Air Clearance Authority (ACA) prior to release. The correct ACA is determined by the IA Code. The correct TAC is also indicated by the IA Code. Sometimes there is confusion on this point because MILSTRIP release documents and MAPACs also contain a Service code for the Customer or Recipient Country. Since any one Customer Country's Military Service can purchase from any one of the U.S. Services (e.g., the Jordanian Air Force (Service Code D) often purchases helicopters and helicopter parts from the U.S. Army (Service Code B)), it is important that shippers and DOD Transportation Agencies realize that Air Clearances and TACs make reference to the supplying IA, not the purchaser's procuring Military Service.

f. MAPACs versus Department of Defense Activity Address Codes (DODAACs). Proper construction and use of MAPACs are discussed in Paragraph G below. The methods used to construct a MAPAC are detailed in Figure V-1. However, because of the possibility of confusing MAPACs with DODAACs, everyone connected with the release and movement of SA materiel should carefully keep in mind the distinction between MAPACs (SA-related) and DODAACs (DOD/USG-related). For purposes of compatibility with various DOD Military Standard systems, MAPACs consist of six positions just like DODAACs. Unlike DODAACs, they are not the first six positions of a TCN or MILSTRIP document number. Also unlike DODAACs, they are not found in a complete format in the Supplementary Address (SUPAD) field (rp 45-50) of a MILSTRIP document. MAPACs for FMS requirements are developed from data found in both the document number and SUPAD fields of a MILSTRIP release document. MAPACs for Grant Aid requirements are developed from data found only in the document number field. The only time that DODAACs should appear in SA documentation are (1) as a DODAAC that identifies the DOD shipper, (2) in Supply Discrepancy Report return instructions when they identify a DOD activity as a final destination for discrepant materiel, and (3) to

identify a maintenance activity assigned to perform maintenance on FMS Repair and Return or Return and Replace shipments.

g. TCNs. A TCN for a SA Program shipment is constructed from a MILSTRIP requisition/MRO document number in the same way as TCNs are done for DOD shipments (see Appendix CC-1). The document number appears in DD Form 1348-1A or in DD Form 250. Other forms may be used at times for release of materiel, but they are not recommended. Local TCNs may not be used for SA Program shipments. If the available document numbers are not sufficient to produce a unique TCN for each shipment unit, assistance should be requested from the materiel manager for MRO suffixing or for additional requisitions.

h. “Exception Materiel” is a generic name that refers to various types of materiel that may require movement via the DTS or be authorized for movement via the DTS even though the Customer Country has the services of a freight forwarder. This materiel includes sensitive materiel (AA&E), classified items, certain extremely dangerous chemicals or HAZMAT, and air cargo that exceeds normal commercial capacity. Freight forwarders can process some types of exception materiel, but all of it receives special consideration for possible or mandatory use of the DTS. Exception materiel items include air cargo that will not fit on a commercial aircraft due to the item size and may be moved in the DTS.

G. MAPAD

MAPACs are the SA equivalent to the DODAACs that are used for DOD shipments. MAPACs are used to address SA cargo and documentation and status associated with the cargo. Using the data found in a MILSTRIP requisition/release document, MAPACs are constructed in accordance with Figure V-1. After determining a MAPAC, a shipping activity obtains the necessary addressing and shipping information from the MAPAD.

1. The MAPAD is a sole source directory containing a listing for each country or international organization currently in the SA Program. It lists Country Representatives and FMS Program freight forwarders. It contains ship to, mark for, and documentation and status address data. Materiel managers, DOD transportation agencies, and SA Agencies use the data for release and routing of FMS and Grant Aid cargo and for distribution of documentation associated with the cargo. The MAPAD is divided into three sections. Section A contains policies and procedures for use of the MAPAD. Section B lists the FMS addresses and Section C lists the Grant Aid addresses. Note that countries and international organizations are listed alphabetically in Sections B and C by Country Code, not by country name. Hard copies of the MAPAD are being discontinued. However, all MAPACs and addressing information is now contained in the DOD Web site, <http://daynt6c.daas.dla.mil/dodaac/mapac.htm>.

2. In the MAPAD, both Sections B and C have columns headed Type Address Code, Special Instructions Indicator (SII), Water Port of Debarkation (WPOD), and Aerial Port of Debarkation (APOD) in addition to the MAPACs and clear text addresses. These columns contain information essential to proper shipment and documentation of FMS or Grant Aid materiel.

a. In the MAPAD, a Type Address Code indicates the circumstances for using each of the several addresses listed. This type of Type Address Code can only be found in the MAPAD; it is not shown on any MILSTRIP documents. The meaning of each Type Address Code is detailed in Section A of the MAPAD and is summarized below:

<u>TYPE ADDRESS CODE</u>	<u>EXPLANATION</u>
1	Unclassified materiel moving by small parcel carrier. Same for FMS and Grant Aid.
A	Materiel classified SECRET or CONFIDENTIAL moving by small parcel carrier.
C	Materiel classified CONFIDENTIAL only, moving by small parcel carrier.
2	Unclassified materiel moving by surface or air freight carrier. Same for FMS and Grant Aid.
B	Materiel classified SECRET or CONFIDENTIAL moving by surface or air freight carrier.
D	Materiel classified CONFIDENTIAL only moving by surface or air freight carrier.
3	FMS—For sending the NOA for UNCLASSIFIED shipments. Grant Aid—For sending supply and shipment status and for forwarding of release documents and ocean or air documents.
4	For sending supply and shipment status and for forwarding of release documents and ocean or air documents.
5	For sending copies of the FMS release documents on Type Address Code 1 shipments. Not entered in MAPAD if identical to Type Address Code 1 address.
6	For sending copies of the FMS release documents on Type Address Code 2 shipments. Not entered in MAPAD if identical to Type Address Code 2 address.
7	Identifies address to receive billing from carrier if other than from ship-to addressee upon delivery of materiel (also called third party billing). Used only for shipments that qualify for collect delivery. “No recourse” clause in carrier’s BL must be executed the same as with a commercial collect shipment.
9	Identifies deleted MAPAC and cross-references to MAPAC to be used in its place.
M	Used to identify a clear text “mark for” address for FMS and Grant Aid type freight shipments. Also identifies ultimate consignee on shipping papers and BL.

b. The SII column provides additional information necessary to either document or ship materiel. Specific explanations are detailed in the MAPAD.

c. The WPOD and APOD columns indicate the overseas WPOD/APOD and are used in DTR documents. If a DOD transportation agency determines that an alternate POD is required, it will contact the sponsoring IA/Service SA Agency before routing cargo.

H. ADVANCE NOTICES AND FORWARDING OF DOCUMENTATION

Advance notice and forwarding of certain types of documentation apply to SA shipments under various circumstances. For FMS shipments to CONUS-located freight forwarders, NOA procedures apply to certain shipments. For DTS shipments, both FMS and Grant Aid, report of shipment procedures often apply. Finally, certain documents for ocean-lifted SA cargo must be forwarded by MTMC or MTMC-contracted ports to preclude Customs and offload problems in destination ports.

1. NOAs. NOA procedures apply to certain FMS shipments that involve FMS Program freight forwarders in the movement of materiel (i.e., DTCs 4, 5, 8, B, C, and E). They are sent to either the Type Address Code 3 address (unclassified shipments) or the Country Representative (classified shipments) indicated in the MAPAD. Required NOA documentation is a DD Form 1348-5, Notice of Availability/Shipment, in combination with a DD Form 1348-1A or DD Form 250. A DD Form 1348-5 is not sufficient by itself. NOAs are required under the following conditions:

a. Rp 46 in the MILSTRIP release document contains an Offer/Release Option Code of Y or Z. These are processed as follows:

If rp 46 entry is	And no response to the NOA is received within 15 days, then the shipper:
Y	Automatically releases the shipment as indicated in the MAPAD.
Z	Continues to hold the shipment and sends a second NOA (annotating it as a second notice) to the Type Address Code 3 address/Country Representative. If a response is still not received in 15 more days, shipper sends third NOA to Type Address Code 3 address/Country Representative and contacts sponsoring Service SA Agency for assistance. Note: 15-day time standards do not apply to DTC 8 sensitive or classified shipments.

b. If the Offer/Release Option Code in a release document is A (Automatic Release), Offer/Release Option Code Z procedures apply if the materiel is overweight (10,000 pounds or more), outsize (any dimension exceeding 6 feet), hazardous, sensitive, pilferable, or classified or has any other transportation characteristic requiring special preparation by a receiver.

c. If the Offer/Release Option Code is Y or Z, if a shipment qualifies as a small parcel, automatic release procedures should be followed.

d. NOA procedures do not apply to SA shipments that move from a DOD/USG shipping activity to a DOD/USG storage or maintenance activity, a DOD/USG contractor, or a DOD POE for onward movement under DOD control.

e. NOAs for classified materiel must be sent to the Country Representative listed in the MAPAD, not to Type Address Code 3 addresses. The Country Representative must also respond to a NOA for classified items. It cannot be passed off to a commercial agent (freight forwarder) for response. The ship-to address indicated in the NOA response must show a location identified as Type Address Code A, B, C, or D and provide a POC at that location, including phone number, who will receipt for the cargo.

f. Additional instructions on use of the NOA are detailed in the MAPAD and in Service or Agency implementation of MILSTRIP. Note that NOAs are sent to the Type Address Code 3 address unless the materiel is classified, in which case, the NOAs are sent to the country representative.

g. NOAs for DTC 8, B and C shipments will be processed as indicated in Paragraph L below.

h. For all non-DTS FMS shipments originating from overseas sources, NOA must be sent to either the CONUS freight forwarder/Country Representative or to an overseas NOA address if listed in MAPAD before release of materiel. Materiel cannot be released until a reply is received.

2. Reports of Shipment (REPSHIPS). For any DTS movement of SA cargo that requires REPSHIPS (e.g., sensitive or classified shipments) within the DTS, copies of these REPSHIPS should be forwarded to the U.S. Military Representative (e.g., SA Officer--SAO) located in a destination Country. The correct address for these U.S. Military Representatives is usually identified by a Type Address Code 4 address in the MAPAD. Plain Language message or electronic mail (e-mail) addresses for these Military Representatives can be obtained from the respective IA SA Agency POC indicated in Figure V-2.

3. Ocean and Air Documentation. U.S. Military Representatives assigned to Customer Countries are responsible for monitoring and insuring correct transfer of DTS-routed SA shipments from DOD control to Customer Country control at PODs. To do this, they must have as much advance notice as possible of incoming shipments plus copies of release documents, manifests, REPSHIPS, Cargo Traffic Messages and BL. Without these, release and Customs problems are often generated at the PODs. Except for release documents, DOD Transportation Agencies are primarily responsible for these documents.

a. Release Documents. DD Form 1348-1A or DD Form 250 must be firmly attached to the exterior of every shipment unit released from a shipping activity for movement to an FMS Customer Country or a Grant Aid recipient country. This requirement applies to both freight forwarder and to DTS shipments. These documents are mandatory for Customs processing. Although MILSTRIP and Marking, Labeling, and Packaging regulations require that these documents also be placed inside shipments as well as outside, the exterior paperwork is the only paperwork a freight forwarder in CONUS or port personnel at a POD can work with. Therefore,

shippers should ensure that the required copies are on the outside of shipment units and that backup copies are available in case of loss or damage to packing/release documents while shipments are in transit.

b. Air. Because of rapid movement, advance documentation, especially manifests are not available for AMC-lifted cargo. Manifests normally travel with cargo and these should be available for U.S. Military Representatives located in destination countries.

c. Ocean. Following time standards found elsewhere in this Regulation, certain notices and documentation should be forwarded to U.S. Military Representatives located in destination countries upon departure of cargo from CONUS ports. The MTMC or a port operations contractor designated by the MTMC is responsible for sending these documents in a timely manner. These notices/documents are as follows:

(1) Cargo Traffic Messages. These advise U.S. Military Representatives that materiel is en route to the country where U.S. Military Representative is assigned. Besides weight and cube, it advises, if possible, of any ship changes en route and of any hazardous or sensitive cargo destined for the WPOD in the destination country.

(2) Ocean Manifests. Most Customer/Recipient countries do not have access to the Worldwide Port System. Therefore hard copy ocean manifests must be forwarded to U.S. Military Representatives located in these countries. These manifests need to be in the hands of U.S. Military Representatives in advance of ship arrivals.

(3) GBLs. If used, copies must be forwarded to U.S. Military Representative in Customer/recipient countries.

(4) Ocean BL. Originals of these documents are the most important document of all for U.S. Military Representatives located in a recipient country. Foreign Customs officials will normally accept nothing else for releasing cargo from a WPOD.

(5) The correct address for these U.S. Military Representatives is usually identified by a Type Address Code 4 address in the MAPAD. Plain language message or e-mail addresses for these Military Representatives can be obtained from the respective IA SA Agency POC indicated in Figure V-2.

I. SPECIAL CONSIDERATIONS

The shipper and other transportation entities must comply with special considerations when processing security assistance shipments. Some of these special considerations are as follow:

1. Labeling. Security assistance shipments are labeled as outlined in MIL-STD/HDBK-129, and unique labels, color codes, or other special markings are not authorized. When such requests are received, the country representative is advised that such services must be obtained from the country's freight forwarder.

2. When FMS shipments are sold on a non-repayable credit basis or are funded with Grant Aid funds, overseas movement follows certain rules. For ocean movement, overseas movement

must be made in U.S. Flag carriers unless specifically authorized otherwise (waiver obtained from the Maritime Administration). For air movement, first priority must be given to U.S. flag commercial air carriers. FMS shipments under these programs are identified by the following Type Assistance Codes found in rp 35 of MILSTRIP requisitions/MROs or sixth position TCNs: M – Grant Aid/MAP merger, N – Non-repayable credit, Z – DOD direct or guaranteed credit. All Grant Aid shipments, regardless of Type Assistance Code, come under this requirement.

3. Many commercial carriers have established reduced rates for U.S. Government shipments. These rates also apply to FMS shipments. A notation is made on the BL as follows: “This is an FMS shipment, commercial rates do not apply.” Likewise, reduced rates under the MTMC Universal Service Contract are applicable to FMS shipments.

4. Suspensions. Shipments may be held or suspended as outlined in DOD 5105.38-M, Security Assistance Management Manual, as well as individual Service directives.

5. When CCBLs are used, shipping activities must ensure that the NO RECOURSE CLAUSE (Section 7) is executed in the bills. This includes third-party bills when Type Address Code 7 addresses apply.

6. FMS shipment problems that cannot be resolved by the shipper and/or freight forwarder are referred to the IA/Sponsoring Service SA Agency. POCs at these agencies are listed in Figure V-2.

7. HAZMAT Certifications. Shipments of HAZMAT must be certified by shipping activities according to international requirement for overseas movement. This applies even if a shipment is going to a CONUS-located freight forwarder. With the exception of International Air Transport Association (IATA) certificates for commercial airlift, it is DOD policy that all HAZMAT certifications will be done only on a BL, not in special separate forms. NOAs for HAZMAT should request that the response identify whether the cargo is going to be exported by air or by surface so the proper certificate can be prepared and signed.

J. EXPORT ROUTING

The export routing procedures outlined in Chapters 202 and 203 apply to FMS shipments when ocean transportation is to be furnished by the DOD, or when the DOD is responsible for loading and stowing cargo aboard a vessel. This applies whether the use of DOD-furnished transportation or services is dictated by the terms of the sale or the nature of the commodity. This includes classified material (when the purchasing government’s freight forwarder or agent is not cleared to handle classified material), sensitive, controlled, or certain HAZMAT. The shipping activity will notify the appropriate materiel management activity or shipper service International Logistics Control Office when FMS shipments are routed in accordance with DOD export routing procedures.

K. USE OF DOD-CONTROLLED PORTS FOR FMS

By USG and DOD policy, Countries are expected to be as self sufficient as possible for exporting materiel purchased under the FMS program. However, under the terms of an FMS Case (LOA), they may request use of the DTS. Also, some materiel, such as Sensitive

Conventional AA&E and some classified materiel must, as a minimum be routed through a DOD-controlled port. Only after this cargo is loaded into a Customer Country-controlled or arranged ship or aircraft does physical control of the materiel pass to the Customer Country. Except for shipments to the German Military Facility in Virginia and shipments to Canada, no Sensitive AA&E materiel may be processed as DTC 4 or 5. The following considerations apply:

1. Security Risk Category 1 materiel (e.g., Stinger Missiles) must move via the DTS all the way to a Customer Country. Therefore, this materiel must be moved under at least DTC 7 or 9 procedures. A Country may obtain a waiver to this requirement from DOD Physical Security officials by applying through the appropriate IA and the Defense SA Agency.

2. FMS shipments of Security Risk Category 2, 3, and Sensitive Conventional AA&E will be moved under DOD control through a CONUS water or aerial port controlled by the DOD. Ammunition, explosive and firearm items determined by Materiel Managers to be non-sensitive, such as some Department of Transportation (DOT) Hazard Division 1.3 or 1.4 items, may be transported to freight forwarders or non-DOD commercial ports. However, NOA procedures must be followed for these non-sensitive items since they are still hazardous or pilferable. HAZMAT items must be certified for international movement in accordance with International Maritime Dangerous Goods Code or IATA/International Civil Aviation Organization requirements.

3. Identifying Sensitive AA&E. These items are defined and controlled by Department of Defense Manual 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives, and identified by a sensitive materiel Controlled Inventory Item Code (CIIC). CIIC 1 = Cat 1, CIIC 2 = Cat 2, CIIC 3 = Cat 3 and CIIC 4 = Cat 4. Federal Catalog products contain these CIICs. The data can be incorrect; so a materiel manager may override the CIIC. The materiel manager should be contacted if there is any doubt.

4. Procedures for routing FMS cargo through a DOD-controlled port. The following outlines procedures to be followed by shippers and Country Representatives/freight forwarders for exporting Sensitive AA&E through a DOD-controlled port:

- a. FMS Customer Countries and their agents (usually referred to as freight forwarders) often must export Sensitive Conventional AA&E following FMS DTC 8 procedures. DTC 8 involves pickup of Sensitive AA&E (and sometimes Classified) items at a DOD-controlled CONUS POE. DOD personnel load the AA&E into a Customer Country-controlled ship or aircraft at these POEs for onward movement to a Customer Country POD. This procedure is mandatory for Sensitive AA&E when a Customer Country does not want to use the DTS for overocean movement beyond the CONUS POE. Except for Category 1 (highest) Sensitive materiel, DTC 8 is the minimum procedure allowable for export of Sensitive Items. Category 1 Sensitive materiel must move via the DTS to at least a Customer Country POD (DTC 9). To accomplish the above, a Customer Country or its representative or agent must be able to coordinate pickup ports and dates with a DOD agency that has control over the intended POEs.

- b. For air pickups (usually referred to as pilot pickups), contact is the Headquarters USAF International Affairs Office (ATTN: SAF/IAPD). A Customer Country representative or agent (as designated in the MAPAD) must contact SAF/IADI at (703) 588-8808 to obtain a

landing permit for a military or military-chartered aircraft to make a pickup. The facsimile (FAX) number for SAF/IADI is (703) 588-2164. A part of the procedure is choosing an aerial port to use (e.g., Dover Air Force Base (AFB) in Delaware or Travis AFB in California) and a date to make the pickup. For all pickups, a Customer Country is responsible for making sure that Export Licenses and Declarations are correct and up to date before materiel is shipped. If a pickup involves explosives, the Customer Country is also responsible for ensuring that necessary Competent Authority Approvals (CAAs) or waivers are up to date and on hand at time of pickup. CAAs are not required for customer country military aircraft pickups. Requests for landing permits should be submitted at least 30 days before the desired date. However, under special circumstances, waivers may be obtained.

c. For ocean pickups, the correct agency is the MTMC DSC Terminal Operations Division. The telephone number for the Division is (757) 878-8600. Its FAX number is (757) 878-7553. As with pilot pickups, ocean pickups involve identifying a DOD port to use (e.g., Sunny Point North Carolina) and an available date for pickup and loading. Also like pilot pickups, the Customer Country and its agent are responsible for making sure that all Export Licenses, Declarations and CAAs are correct and up to date before the pickup date. Requests for ocean port pickups should be made to the MTMC DSC Terminal Operations Division at least 45 days before the intended date. This is extremely important because the Terminal Operations Division has a constant workload of scheduling ships into and out of CONUS DOD-controlled Water Ports. These ships are picking up not just SA (FMS and Grant Aid) cargo, but also DOD and commercial requirements. For this reason, it is important to start the request process as soon as possible.

d. A Customer Country and its agents are responsible for knowing when to plan for a pilot or ocean pickup. LOAs should be used to obtain Export Licenses from the State Department Office of Defense Trade Controls. LOAs are also used to obtain CAAs from DOT. As soon as Sensitive AA&E materiel is actually available for release under DTC 8 procedures, the supplying DOD shipping activities will notify Customer Countries or their agents with FMS NOAs. Depending on the type and source of the Sensitive materiel, these NOAs will be sent by various shipping activities throughout the United States. If ammunition is involved, one DOD agency may act as a centralized coordinator for several shipping activities regardless of their geographical location. This is the Joint Munitions Transportation Coordinating Activity (JMTCA) at the Operations Support Command (OSC) (see Chapter 204). For these shipments only, the OSC will send NOAs or otherwise direct the involved supply activities to release the shipments based on whatever pickup arrangements are made. Regardless of who sends the NOAs, they are sent to an NOA address indicated in the MAPAD for a Customer Country. This address is normally a Type Address Code 3 address. However, if materiel is Classified (i.e., Confidential or Secret), NOAs must be forwarded to the official Country Representative listed in the MAPAD for a Customer Country. Once a Customer Country or its agent is aware of what Sensitive materiel is available, the process for scheduling a pickup can start.

e. For pilot pickups, the USAF point of contact indicated above must be contacted to start scheduling an aerial port and date for a pickup. The official address of this point of contact is Headquarters USAF, ATTN: SAF/IADI, 1010 Air Force Pentagon Washington, DC 20330-1010. However, the phone and fax numbers found in Paragraph 4.K.b can be used to initiate the pickup request. Once the date and place have been officially determined, the NOA addressees

will send responses to each of the shipping activities. The NOA responses will advise the shippers where and when to ship the materiel. For pilot pickups, the shipping activities will coordinate with the Aerial Port involved to confirm the correctness of the NOA response data and to ensure that the pickup is officially authorized and that there are no anticipated problems that will affect the operation.

f. For ocean pickups, a slightly different procedure is involved. When a shipper has a DTC 8 shipment available for ocean lift, it will send an ETRR to the MTMC DSC. At the same time, the shipper will send an “information” NOA to the appropriate NOA addressee. This NOA will advise the addressee that an ETRR has been submitted to the MTMC DSC and that the addressee must contact the MTMC DSC Terminal Operations Division to set up a date and port for the pickup. The official address of the Terminal Operations Division is ATTN: Terminal Operations Division MTDC-OPS-T, 661 Sheppard Place, Fort Eustis VA 23604-5339. However, the request submission process can be initiated with the telephone and FAX number indicated in Paragraph 4.K.c. Once the coordination process is complete, the MTMC DSC will advise the shipper of where and when to ship the materiel. This is done with an ETR. For ocean pickups, a shipping activity will release cargo only in response to an ETR. An NOA response to a shipping activity is not necessary for ocean pickups because of the ETR procedure. Because of this difference in procedures, a Customer Country should determine as soon as possible whether materiel will be picked up by aircraft or by ship. If a shipper is advised before materiel is ready for release that a pilot pickup is planned, the shipper will not submit an ETRR to the MTMC DSC. If a Customer Country decides to change from ocean to air pickup after ETRRs have been submitted, it should notify IA Case Management personnel and the shipping activity as soon as possible. The shipper will then cancel the ETRR and follow pilot pickup procedures.

L. CLASSIFIED SHIPMENTS

The primary method of transferring Classified (SECRET or CONFIDENTIAL) materiel to an FMS Customer Country is via the DTS from point of origin to a controlled POD in the Customer Country. If a Country proposes to take possession of classified materiel within CONUS, this must be identified in the applicable LOA, and the Customer Country or its Designated Country Representative (not a commercial agent such as a freight forwarder) must submit a Transportation Plan to the IA processing the FMS case. The IA must have U.S. Service (component) Security Specialists review the Plan and approve or disapprove it. Once a Plan is approved, it must be filed with all official copies of the LOA. If a Customer Country’s freight forwarder has been approved to receive and handle Classified materiel by the Defense Security Service, classified cargo (if it is not also Sensitive AA&E) may be routed to that freight forwarder. Otherwise DTC 8 procedures must be followed. The following procedures apply to the release of Classified items to CONUS destinations:

1. Send a NOA to the Country Representative indicated in the MAPAD for the country involved. NOAs for Classified materiel should not be sent to the Type Address Code 3 (NOA) address.

2. Do not release materiel until a response to the NOA has been received from the Country Representative (not from a freight forwarder—even if the freight forwarder is cleared to physically receive the materiel). The NOA response should contain the following information:

a. A properly cleared “ship-to” location. A properly cleared location is identified in MAPAD with a Type Address Code, A, B, C, or D address. SECRET materiel should not be released to a Type Address Code C or D address. Freight should not be released to a Type Address Code A or C address (these can only handle small parcels).

b. Name of the person who will receipt for the cargo when it arrives at the cleared location. The information should contain a phone number for that person.

c. If the NOA response specifies a carrier to be used for a shipment, the shipper should try to comply with the request as long as the carrier can provide the necessary transportation protective service and such compliance would not otherwise be in conflict with U.S. rules and regulations (i.e., a Customer Country or its Representative cannot designate a carrier for prepaid shipments (e.g., DTC 5 or DWCF shipments)).

3. If assistance is needed to obtain any required information regarding release of classified materiel, contact the appropriate SA Agency POC indicated in Figure V-2.

4. If there is any doubt that a Transportation Plan is on file applicable to a classified shipment being prepared for release, the appropriate POC listed in Figure V-2 should also be contacted. U.S. Customs in coordination with DOD Security Officials may block export of a shipment if a Transportation Plan is not on file.

M. COMMINGLING

Do not commingle FMS material on the same BL with DOD material.

N. CCBL NO RECOURSE CLAUSE

If a CCBL is used, the TO or contractor, or a designated representative will sign the “no recourse” clause that appears on the face of the CCBL. This clause states “Subject to Section 7 of the contract terms and conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:

“The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.”

If the TO or contractor’s designated representative does not sign this statement, the U.S. Government can be held liable for freight charges when the carrier cannot collect from a consignee.

O. FMS DTCs THAT APPLY TO EXPORT OF PURCHASED MATERIEL

These DTCs cover the limits of DOD/USG responsibility for custody and transportation of materiel obtained from DOD/USG Supply Systems for the FMS Program. The sources of the materiel can be from stock or from procurement and can be from within CONUS or from overseas sources (especially procured materiel). Title to materiel passes from the USG to the foreign customer at origin, even if a commercial vendor is the DOD source of the materiel. DTCs do not necessarily describe the funding of transportation furnished by the USG. When the

USG has responsibility for transportation, it is performed as a reimbursable service. Funding may be from the FMS Trust Fund Transportation Cost Clearing Account, from DWCFs that include inland CONUS transportation in their materiel purchase price, or from some form of direct funding that is used especially for very high-cost transportation, such as SAAMs. Paragraph 1 below gives a brief summary of DOD/USG transportation responsibility identified by FMS DTCs, and Paragraph 2 gives a detailed explanation of the uses of the DTCs.

1. Summary of DOD responsibility.

DTC	DOD Delivers
2	From CONUS point of origin to a DOD facility or contractor within CONUS or from an overseas point of origin to an overseas DOD facility or contractor in the same geographic area.
3	At the CONUS or overseas POE alongside the ship or aircraft.
4	At the point of origin. Usually forwarded to FMS Program freight forwarder on a CCBL. For overseas-sourced materiel, see Paragraph H.1.h regarding NOAs for shipments originating from overseas locations.
5	To CONUS-located FMS Program freight forwarder, Customer Country facility or to a commercial port (the commercial port option would be directed by an NOA response), on inland carrier's equipment. Also to overseas-located FMS Program freight forwarder, Customer Country facility or to commercial port as directed by NOA response, on inland carrier's equipment.
6	To the overseas POD on board the ship or aircraft.
7	To an overseas inland destination on board inland carriers equipment.
8	To CONUS DOD-controlled POE on board Customer Country's ship or aircraft. Also to overseas DOD-controlled POE on board Customer Country's ship or aircraft for overseas-sourced materiel.
9	To the overseas POD alongside ship; includes offloading.
0	Not a DTC—is assigned to Grant Aid type MILSTRIP documents to fill the DTC position. DOD responsibility for Grant Aid shipments is equivalent to DTC 9.

2. Detailed explanation of DOD responsibility for CONUS originated FMS shipments.

DTC	Explanation
2	<p>DOD/USG delivers to a CONUS inland point (or overseas inland point when a shipment's origin and destination are within the same geographic area). The destination of a DTC 2 shipment will be a DOD facility or DOD contractor. These shipments go to DOD facilities where customer countries may conduct training, perform tests on equipment, or consolidate materiel for subsequent movement as a total package. They can also go to a DOD contractor's facility for equipment testing or rework for a Customer Country. DOD/USG or contractor personnel offload the FMS materiel from the carrier's equipment and route it to or hold it for the purchaser. Offloading and on-facility handling, as with inbound transportation, are reimbursable functions. Funding of onward movement from the facility, if any is separate from the inbound movement. Normally, a DTC 2 MILSTRIP requisition/ MRO will contain "XX" in rp 46 and rp 47, which directs shipment to rp 33 (customer within country code). Shipment will be strictly DTS (i.e., standard inland CONUS DOD procedures will be followed with no requirements for NOAs or other procedures that apply to shipments to FMS Program freight forwarders). NOTE: Sometimes requisitions will be issued with an Offer Release Option Code and Freight Forwarder Code in rp 46 and rp 47. In these instances, the freight forwarder address will indicate a DOD facility and shipment will still be made following DOD inland CONUS procedures.</p>
3	<p>Delivery to a point alongside vessel or aircraft at the POE (free alongside POE). The DOD is responsible for transportation to a point within reach of the ship's tackle or alongside the vessel or aircraft. The customer is responsible for loading aboard the vessel or aircraft and subsequent onward movement. Expenses to the DOD for accessorial costs are reimbursable. This code has limited use.</p>
4	<p>Delivery at origin. Technically, this means that the materiel is made available to the Customer Country at the point of origin (usually a depot's or vendor's loading dock or even a reutilization facility) and that the customer is responsible for taking custody as well as title at that point. In practice, however, a shipper normally effects this policy by shipping the materiel to a FMS program freight forwarder via a CCBL. Completion of the NO RECOURSE CLAUSE in the CCBL by the shipping activity emphasizes the technical point that the customer is responsible for all transportation and related costs from point of origin onward (if a Type Address Code 7 address is listed for the involved MAPAC, a CBL will be issued and "billed to" that address—the No Recourse Clause will still be executed on the CBL). If an individual shipment can be shipped as a small parcel, it will be treated as a DTC 5 shipment and shipped prepaid using a small parcel carrier to the Type Address Code 1 address listed. The shipping activity is responsible for notifying the materiel manager involved so billings to the Customer Country can be adjusted. If a shipper receives a DTC 4 MRO or contract for DWCF materiel, it should be treated as DTC 5 and shipped using the DWCF transportation fund citation. For offshore-sourced materiel, delivery at origin still applies. However, shipping activities (including contract administrators for materiel procured from overseas vendors) must follow the NOA procedures described in Paragraph H.1.h. prior to release of materiel.</p>

DTC	Explanation
5	<p>Delivery to a CONUS-located freight forwarder, Customer Country facility, or commercial port (shipment to commercial port would be indicated in an NOA response). The DOD/USG is responsible for movement of materiel to one of these destinations. The customer is responsible for unloading the materiel from the inland carrier's equipment upon delivery at the inland destination and for all subsequent onward movement. Since GBLs or other prepaid transportation is used to move materiel to these places, the shipping activity is responsible for tracing actions with the carrier and for initiating claims against a carrier on behalf of a Customer Country whenever any loss, damage, or total non-delivery occurs. With new DWCF pricing policies, this has become the most common DTC for FMS shipments. Shipping activities must be careful to identify materiel as DWCF or non-DWCF to ensure that the correct fund citation is used for inland CONUS transportation. DWCF materiel moves under the applicable DWCF transportation fund citation; non-DWCF materiel moves under the FMS Trust Fund Transportation Cost Clearing Account citation. For offshore-source materiel, all the above procedures for inland CONUS movement apply. However, in addition, shipping activities (including contract administrators for materiel procured from overseas vendors) must follow the NOA procedures described in Paragraph H.1.h. prior to release of materiel.</p>
6	<p>DOD delivers at the overseas POD on board the vessel or aircraft. The United States will effect movement, including overocean transportation, from point of origin to the overseas port of discharge. Purchasing country is responsible for unloading the ship or aircraft, port handling and subsequent onward movement. In today's transportation environment, this DTC is seldom used. Commercial ocean and air carriers and the AMC all include offload charges in their billings. Since this DTC does not collect overseas port handling from FMS customer countries, the USG experiences a loss in most cases when it is used.</p> <p>NOTE: When moving materiel under this DTC, shipping activities must be careful to identify materiel as DWCF or non-DWCF in order to ensure that the correct fund citation is used for the inland CONUS portion of the transportation. DWCF materiel will move under the applicable DWCF citation; non-DWCF materiel will move under the FMS Trust Fund Transportation Cost Clearing Account citation.</p>

DTC	Explanation
7	<p>Delivery to an inland point in the recipient country. The DOD is responsible for transportation, including overocean and inland overseas movement, from point of origin to a specified inland point overseas. The Customer Country is responsible for offloading the shipment from the overseas inland carrier's equipment a subsequent onward movement. Use of this DTC is kept to a minimum because it can obligate the USG to procure transportation in geographical areas where inland transportation is difficult to arrange. It is often used for countries which are authorized to use the DTS but have no ocean ports (e.g., Bolivia and Austria). It also is applied to shipments routed via an Air Force/Army/Navy Post Office since these shipments are routed to destinations beyond in-country PODs.</p> <p>NOTE: When moving materiel under this DTC, shipping activities must be careful to identify materiel as DWCF or non-DWCF in order to ensure that the correct fund citation is used for the inland CONUS portion of the transportation. DWCF materiel will move under the applicable DWCF citation; non-DWCF materiel will move under the FMS Trust Fund Transportation Cost Clearing Account citation.</p>
8	<p>Delivery on board a Customer Country-controlled ship or aircraft at a DOD-controlled POE. The DOD is responsible for transportation from the point of origin to a Customer Country-controlled ship or aircraft at the DOD-controlled POE, including unloading materiel from the inland carrier, port handling and for stowage aboard a Customer Country-controlled ship or aircraft (DOD port personnel must obtain a signature from ship or aircraft officer/commander confirming receipt of materiel). The Customer Country is responsible for all subsequent onward movement. This DTC is used primarily for movement of Sensitive Cargo (AA&E as regulated by DOD 5100.76-M) since customer countries or their freight forwarders are not authorized to receive or handle Sensitive materiel at their facilities. It is sometimes used for Classified shipments when a Customer Country does not have its own facilities or freight forwarder facilities cleared to receive Classified as identified by a Type Address Code A, B, C or D in the MAPAD.</p>
9	<p>Delivery to overseas POD offloaded. The DOD will effect movement of materiel from point of origin to overseas port of discharge, including offload at POD from the ship or aircraft. The Customer Country is responsible for all handling and onward movement of the materiel from the dock alongside the ship or from the air terminal.</p> <p>NOTE: When moving materiel under this DTC, shipping activities must be careful to identify materiel as DWCF or non-DWCF in order to ensure that the correct fund citation is used for the inland CONUS portion of the transportation. DWCF materiel will move under the applicable DWCF citation; non-DWCF materiel will move under the FMS Trust Fund Transportation Cost Clearing Account citation.</p>
0	<p>The zero is not a DTC. It is used as filler for any Grant Aid procedure shipment (e.g., PD Drawdown shipments). Materiel management commands should not use this as a substitute for a DTC, such as DTC 9, to avoid complex billing procedures for shipments lifted with special transportation (SAAMs for example). DOD policy is to handle Grant Aid type shipments as DTC 9.</p>

P. FMS DTCs FOR MATERIEL MOVING TO CONUS FOR REPAIR AND RETURN OR OTHER MAINTENANCE OR UPGRADE

This part describes DOD/USG responsibility for transportation and handling of previously purchased materiel that is shipped to and from CONUS-located DOD/USG repair facilities under Maintenance Support Arrangement (MSA) FMS cases. These are also called Repair and Return cases, and they involve work done by DOD activities or contractors on items that already belong to FMS customer countries. As with materiel purchases, the different DTCs describe various combinations of DOD and Customer Country responsibility in getting materiel to its correct destinations. The difference is that two-way movement is now involved, and their DTCs are more complex in their definitions. Also, coordination is required between customer countries and DOD repair facilities for insuring that materiel gets to the facilities for the maintenance required. No matter what DOD responsibility is involved in transporting MSA materiel, title to it is always retained by the Customer Country. In addition, DWCF citations will not be involved since new materiel is not involved. Therefore, shipments going back to customer countries will be either on a collect basis or the DOD shipper will cite the FMS Trust Fund Transportation Cost Clearing Account. Paragraph 1 below summarizes DOD/USG versus Customer Country responsibilities for these DTCs, and Paragraph 2 provides a more detailed description of them.

1. Summary of DOD responsibility.

DOD is Responsible for Transportation and Handling

DTC	From	Through	To
A	Overseas POE	CONUS destination	Overseas POD on board the vessel or aircraft
B	Overseas POE	CONUS destination	CONUS POE on board the vessel or aircraft
C	CONUS POD on board the vessel or aircraft	CONUS destination	CONUS POE on board the vessel or aircraft
D	CONUS POD on board the vessel or aircraft	CONUS destination	Overseas POD on board the vessel or aircraft
E	Customer has complete responsibility		
F	Overseas inland point	CONUS destination	Overseas inland point
G	Overseas POE	CONUS destination	Overseas POD alongside vessel or aircraft
J	CONUS inland point (classified cryptographic materiel)		Overseas inland destination

2. Detailed explanation of DOD responsibility for transportation of Customer Country assets moved under a Maintenance Support Agreement/Repair and Return FMS Case (LOA).

FMS DTCs

DTC	Explanation
A	The DOD is responsible for transportation from a designated overseas POE to a CONUS destination and subsequent return to a designated overseas POD. The customer is responsible for overseas inland transportation of materiel to and from the overseas POE/POD and overseas port handling.
B	The DOD is responsible for transportation from a designated overseas POE to a CONUS destination, return to a CONUS POE, and CONUS port handling. The customer is responsible for overseas inland transportation to the overseas POE, overseas port loading, and all return transportation from the CONUS POE to ultimate destination.
C	The DOD is responsible for CONUS port unloading from the customer-arranged carrier, transportation to and from a designated CONUS destination, and CONUS port loading of a customer arranged carrier. The customer is responsible for movement of materiel to and from the CONUS POD/POE.
D	The DOD is responsible for CONUS port unloading from the customer-arranged carrier, transportation to a CONUS destination, and return to an overseas designated POD. The Customer Country is responsible for transportation to a CONUS POD, overseas port unloading, and overseas inland transportation to ultimate destination.
E	The customer is responsible for all transportation from the overseas point of origin to the CONUS destination and return to an overseas destination.
F	The DOD is responsible for transportation from an overseas inland location to an overseas POE, overseas port handling, transportation to a CONUS POD, CONUS port handling, inland transportation to a designated CONUS destination, and return to an overseas destination.
G	The DOD is responsible for overseas port handling through an overseas POE, transportation to a CONUS POD, CONUS port handling, inland transportation to a CONUS destination, return to an overseas POD, and overseas port handling. Customer country is responsible for overseas inland transportation to and from the overseas POE/POD.
H	Customer country is responsible for all transportation from overseas point of origin to CONUS repair facility. USG/DOD is responsible for transportation from CONUS repair facility to CONUS POE. Customer country is responsible for CONUS POE port handling and all further movement to overseas destination.
J	Customer country is responsible for all transportation from overseas point of origin to CONUS repair facility. USG/DOD is responsible for all movement from CONUS repair facility to overseas destination.

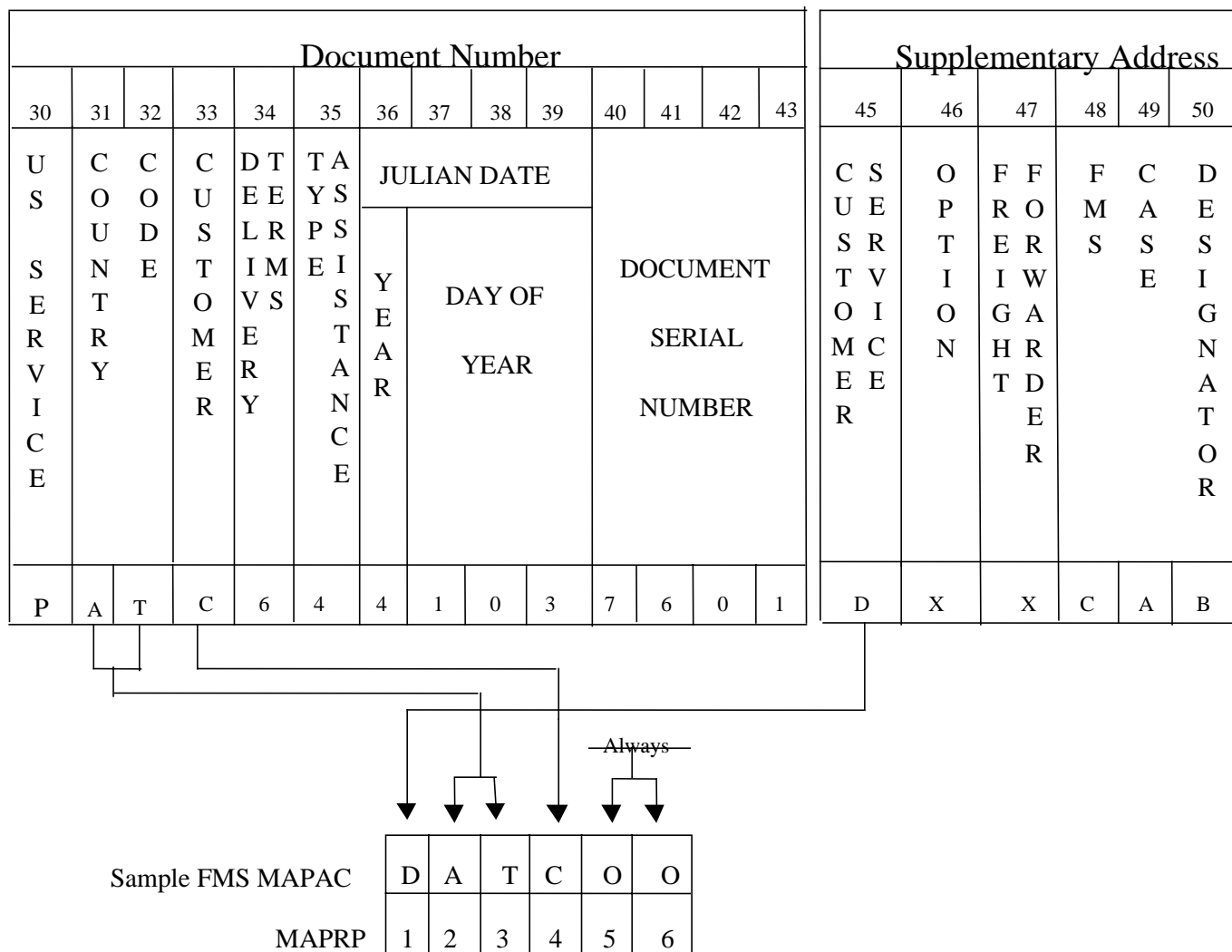
Q. SECURITY ASSISTANCE DOCUMENTATION RETENTION POLICY

In compliance with International Law (the Government of Iran versus the Government of United States of America), the international court system required the Government of the United States to furnish hard copy Proof of Shipment for the last 30 years or refund the cost of SA material to the Government of Iran. Based on this decision, all FMS shipping documentation (includes GBLs, CBLs, NOAs, Transportation Control and Movement Documents (TCMDs), Issue Release/Receipt Documents (DD Forms 1348-1A, 1149, 250), Inspection and Receiving Reports, Air Bills, Supply Transactions, Transfer to Carrier Documents, Acceptance Data, and any similarly related material used to effect transfer of FMS shipments to carriers) must be retained for a mandatory time frame of 30 years. This normally means keeping the documentation 2 years at the shipper locations and 28 years in a National Records Archive. This FMS documentation must be maintained in hard copy format.

Constructing an MAPAC

A MAPAC is constructed from the requisition document number and supplementary address. The MAPAC is used as the consignee code on TCMDs and to find complete addressing information in the MAPAD. The following four examples illustrate the different methods of MAPAC construction.

Example A FMS Shipment Through the DTS to Overseas



Ship to address.
Use in MAPAD and as
consignee on TCMD.

Figure V-1. Constructing an MAPAC

Constructing an MAPAC

Example B FMS Shipment to a Freight Forwarder

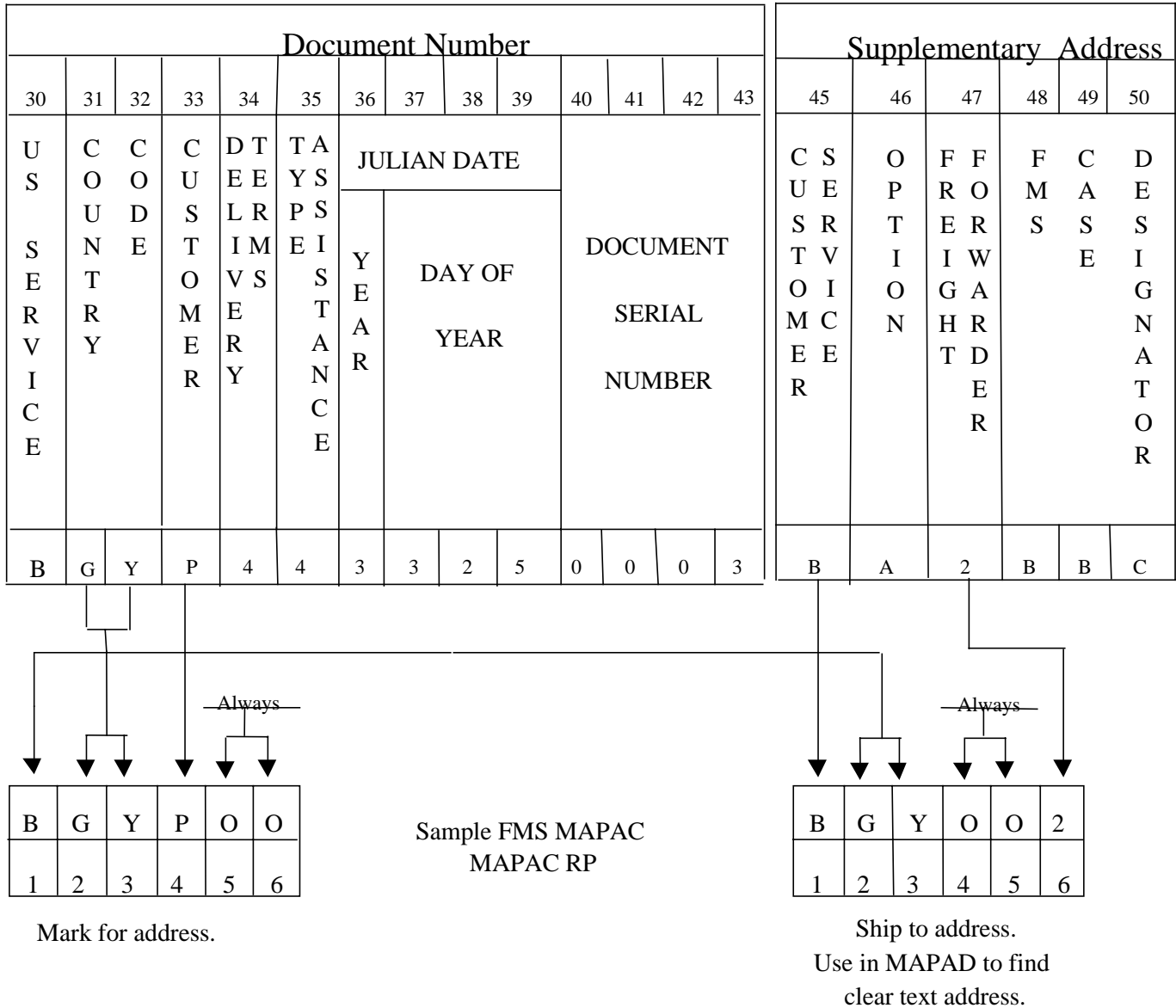


Figure V-1. Constructing a MAPAC (Cont'd)

Constructing an MAPAC

Example C
FMS Shipment to a Canadian customer (Ship Directly)

Document Number														
30	31	32	33	34	35	36	37	38	39	40	41	42	43	
U S S E R V I C E	C O U N T R Y	C O D E	C U S T O M E R	D T E E L R I M V S E R Y	T A Y S P S E I S T A N C E	JULIAN DATE			DOCUMENT SERIAL NUMBER					
						Y E A R	DAY OF YEAR							
P	C	N	O	4	4	4	0	9	8	0	0	0	3	

Supplementary Address					
45	46	47	48	49	50
C S U E S R T I C L E S	O P T I O N A L	F R O M I N T E R N A T I O N A L	F R O M I N T E R N A T I O N A L	C O U N T R Y	D I S T R I B U T O R
P	U	L	K	B	A

Sample Canadian FMS MAPAC

MAPRP

P	C	N	O	U	L
1	2	3	4	5	6

Ship to address.
Use in MAPAD and as
consignee on TCMD.

Figure V-1. Constructing a MAPAC (Cont'd)

Constructing an MAPAC

Example D
MAP Shipment

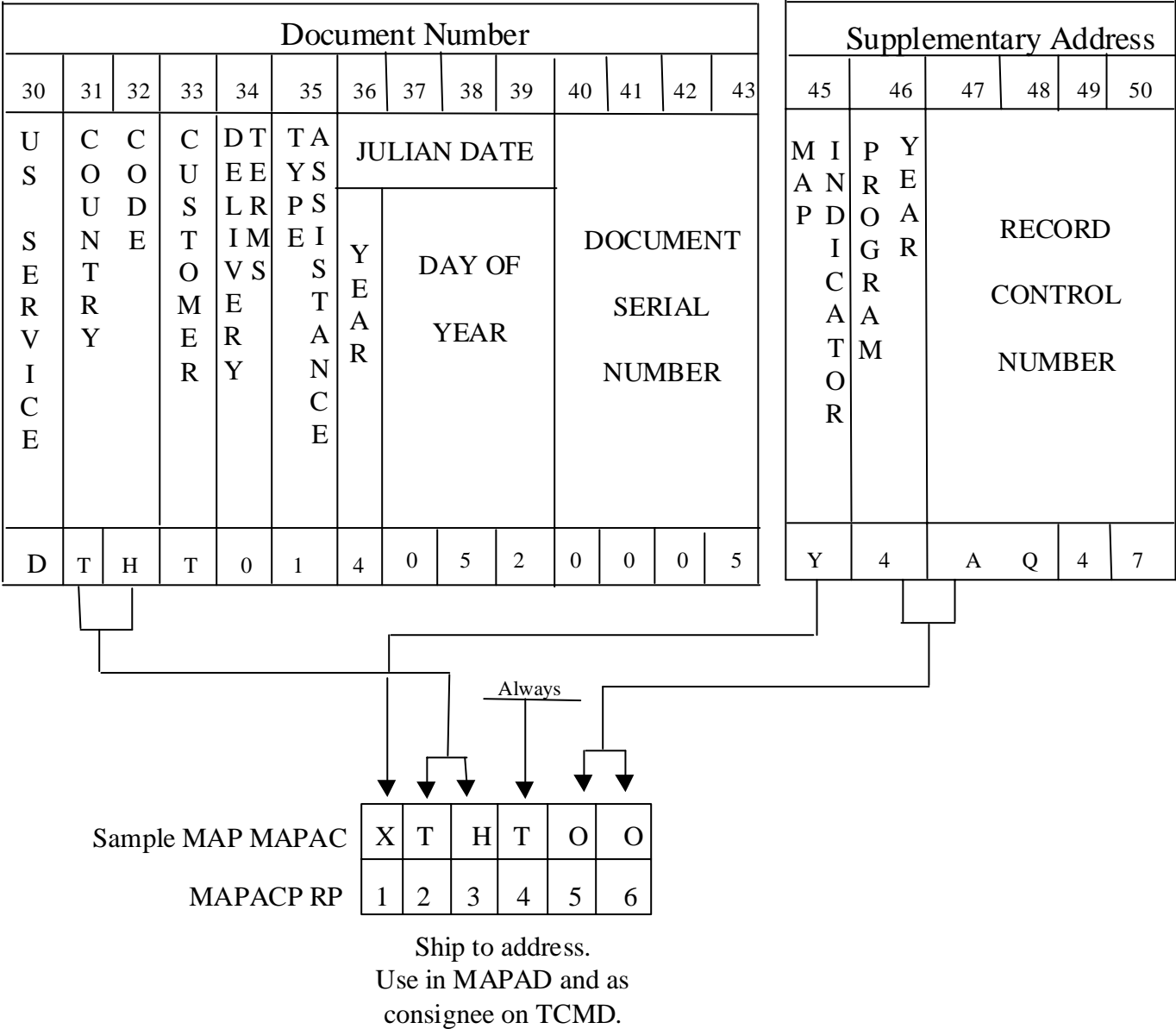


Figure V-1. Constructing a MAPAC (Cont'd)

International Logistics Control Office Freight Forwarder Assistance

ARMY:

Commander
U.S. Army SA Center
Attn: AMSAC-OL-LS-CS
54 M Avenue, Suite 1
New Cumberland PA 17070-5096
Telephone: Commercial (717) 770-6843
DSN 977-6843

AIR FORCE:

Air Force Logistics Command
Attn: AFMC/LGTT
4375 Chidlaw Road, Bldg 262, RM B117
Wright-Patterson AFB OH 45433-5006
Telephone: Commercial (937) 257-3422/5631
DSN 787-3422/5631

NAVY:

Navy Inventory Control Point
International Program
Attn: P764
700 Robbins Ave, Bldg 4B
Philadelphia PA 19111-5095
Telephone: Commercial (215) 697-5002/1155/1340
DSN 442-5002/1155/1340

MARINE CORPS:

Commandant of the Marine Corps
Code LFT-1
Washington DC 20380-0001
Telephone: Commercial (703) 695-7930
DSN 225-7930

Figure V-2. International Logistics Control Office Freight Forwarder Assistance

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APPENDIX W

SEALIFT AND AIRLIFT FORECASTING

PART I – FORECASTING FOR SEALIFT REQUIREMENTS

A. PURPOSE

This part establishes procedures for submission of peacetime sealift transportation movement requirements. It assigns responsibilities and prescribes procedures for determining and submitting dry cargo requirements for ocean transportation and for preparing and distributing necessary reports.

B. SCOPE

All ocean cargo authorized for movement in the Defense Transportation System (DTS) during peacetime and eligible to use common user-arranged lift, including privately-owned vehicles (POVs) and all Codes of household goods (HHG), is subject to the provisions of this regulation and will be reported to the United States Transportation Command (USTRANSCOM). Wartime and contingency requirements are excluded and will be handled in accordance with Joint Publication 5-03.1, Joint Operation Planning and Execution System Volume I, Planning Policies and Procedures.

C. SUBMISSION REQUIREMENTS

1. The Services, Defense Logistics Agency (DLA), Defense Commissary Agency (DeCA), Army and Air Force Exchange Service (AAFES), and other DOD Agencies, as designated by USTRANSCOM, are required to submit long-range forecasts for surface cargo movement requirements. Service/Agency billpayers are responsible for the annual Transportation Workload Forecast (TWF) submissions. Shipper, receivers, and Commanders-in-Chief (CINCs) will support them in this process. The USTRANSCOM Operations and Logistics Directorate TCJ3 is the TWF process owner. They initiate the long-range TWF process not later than (NLT) 15 November.

2. The Military Traffic Management Command (MTMC) Joint Traffic Management Office (JTMO) negotiates contracts for liner container and breakbulk service. The Military Sealift Command (MSC) provides support for most exercises, ammunition, and shipments not within the capability of liner carriers.

3. NLT 2 January each year, TCJ3 will provide the Services, DLA, DeCA, AAFES, and other DOD Agencies, as designated by USTRANSCOM, in spreadsheet format, data depicting the previous fiscal year (FY) historic movement data. TWF data will be reported by the nearest measurement ton (MTON), by commodity, by Service and/or Agency, and by Unified Command CINC.

4. The Services, DLA, DeCA, AAFES, and other DOD Agencies, as designated by USTRANSCOM, will review the TWF historic data and adjust as required based on known

existing transportation workload. The adjusted TWF historic data becomes the Services, DLA, DeCA, AAFES, and other DOD Agencies, as designated by USTRANSCOM, forecasts and is returned to TCJ3 via electronic mail (e-mail). The steps in the long-range TWF process are detailed below:

a. NLT 15 November, TCJ3 initiates the annual long-range surface cargo forecasting process. They task the JTMO and MSC Sealift Program (PM5) to review historic movement data from the previous FY and develop in forecast format, actual movement data in MTONs, by commodity, by month, by Service/Agency, and by CINC. TCJ3 notifies Services/Agencies by message and/or e-mail that the process is starting and advises them of significant suspense dates. TCJ3 also advises PM5 of forecasting process initiation.

b. Upon receipt of TCJ3 tasking, the JTMO and PM5 pull and review previous FY historic movement data from the Requirements Forecasting and Rate Analysis Module and PM5 from internal cargo movement data tables. PM5 and JTMO format in MTONs, by commodity group, origin and destination trade area, Service/Agency, and CINC in a forecast spreadsheet and transmit the data to TCJ3 not later than 15 December. This becomes the baseline for initiation of the forecasting process.

c. Upon receipt of data from MSC and MTMC, TCJ3 prepares data in forecast format. NLT 2 January, TCJ3 forwards USTRANSCOM's forecast (historic movement data) to the Services, DLA, DeCA, AAFES, CINCs and other DOD Agencies, as designated by USTRANSCOM.

d. NLT 15 January, the Services, DLA, DeCA, AAFES, and other DOD Agencies, as designated by USTRANSCOM, return their forecast to TCJ3 via e-mail in the same format as described in C.4.a above. This is their best estimate of requirements for the next FY, next FY + 1, and next FY + 2. It is based on USTRANSCOM's actual historic movement data adjusted by the Services/Agencies forecasters for known changes to transportation workload requirements. Forecast format is at Figure W-1.

e. TCJ3 reviews the Services/Agencies Forecasts and prepares for the TWF Conference. TCJ3 reviews the forecast submitted by the Services, DLA, DeCA, AAFES, and other DOD Agencies, as designated by USTRANSCOM, comparing to USTRANSCOM's historic movement data. The purpose of this review is to note any apparent gross discrepancies. TCJ3 also finalizes preparations for the TWF Conference.

f. NLT the first week in February, TCJ3 hosts and chairs the TWF Conference. The purpose of this conference is to bring together the providers of lift Transportation Component Commands (TCCs) with the customers of the DTS (Services, DLA, DeCA, AAFES, CINCs, and other DOD Agencies), as designated by USTRANSCOM, to resolve any forecast issues and produce a final TWF.

g. Following the TWF Conference, TCJ3 produces the final TWF and sends it to the Services, DLA, DeCA, AAFES, and other DOD Agencies, as designated by USTRANSCOM, for formal coordination and approval. This should occur NLT 15 February.

h. The appropriate forecasting Point of Contact (POC) within each Service and Agency receives final TWF, coordinates as appropriate, and gets final approval. The approved forecast should be released by a General Officer (GO)/Flag Officer (FO)/Senior Executive Service (SES)-level executive in the chain of command. The approved forecast is released back to USTRANSCOM TCJ3 NLT 15 March.

i. Upon receipt of the approved forecast from Services/Agencies, TCJ3 releases the forecast to MTMC and MSC for financial and operational use. This must occur NLT 1 April.

5. Liner contracts require additional detail to support development of the work statement. MTMC will determine schedules for submitting the supplemental information. Normally, the process of collecting requirements for liner contracts or agreements begins at least 8 months prior to the effective date of the new contract/agreement cycle. MTMC will present its schedule for upcoming ocean transportation contracting actions. This will include timelines for submitting contract-level forecasts. Based on the effective date of each contract/agreement, MTMC will notify appropriate DOD Components and other DOD Agencies of time frames for submitting additional information together with any reporting guidance unique to the specific contract/agreement. Consolidated requirements will be presented for review and approval at the annual Transportation Workload Conference (TWC) hosted by USTRANSCOM. The TWC provides a forum for shippers to address future contractual requirements, as well as remedies to performance and operational problems.

D. USE OF FORECAST INFORMATION

1. Liner Contracts. Cargo forecasts become elements of the Statement of Work for transportation contracts. Forecasting at a more detailed level may be required to quantify contract requirements. Additional data not contained in the TWF may be required to support these requirements.

2. MSC-Controlled/Chartered Vessels. Where scheduled commercial service is determined to be inadequate or unavailable to meet DOD forecasted requirements, or a military controlled vessel is required, MTMC will pass these requirements to MSC for special negotiations or assignment of controlled assets. MSC will determine the best contractual approach to meet these lift requirements. Assignment of controlled vessels will be consistent with the policy prescribed by this Regulation.

3. Fiscal Operations. MTMC and MSC require forecast information to support their respective budgeting processes. This information provides the basis for determining the level of billing rates necessary to cover anticipated expenses. As mutually agreed between MTMC and MSC, procedures will be established to ensure that forecast information is made available for the budgeting process consistent with the timelines prescribed for this operation.

4. HHG and POV. Forecasts provided in the TWF will support the acquisition processes for these programs.

E. PERFORMANCE REPORTS

MTMC and MSC will assess the accuracy of forecasts and provide reporting activities with periodic assessments comparing actual versus forecast performance. Both MSC and MTMC will prepare the format and frequency of their own reports, which will be developed in coordination with the reporting activities to ensure that they have value in improving the accuracy of forecast information.

FORMAT FOR SUBMITTING LONG-RANGE SURFACE CARGO FORECAST

Reporting Agency	Program	Origin Country	Origin Traffic Area	Destination Country	Dest Traffic Area	Commodity	Mode	MTONs Year 1	FEU Year 1	MTONs Year 2	FEU Year 2	MTONs Year 3	FEU Year 3
Reporting agency	Billpayer												
Program	Major program. Troop support, exercise, Military Assistance Program, Humanitarian assistance, etc.												
Origin country	Country where shipment originates. May not be same as the origin traffic area.												
Origin Traffic area	Area where Port of Embarkation is located.												
Destination Country	Country where shipment is delivered. May not be same as the destination traffic area.												
Dest Traffic Area	Area where Port of Debarkation is located.												
Commodity	Major commodity grouping, to include POV, HHG, General cargo, Reefer, Military Vehicles, Container, or Breakbulk.												
Sealift Mode	Container or breakbulk.												
MTONs Year 1	Forecasted MTONs.												
FEU Year 1	Forecasted number of Forty foot Equivalent Units (FEU). Blank if breakbulk mode.												
Shipments that require transshipment, such as Diego Garcia, should only be reported once. Do not report origin to transshipment port and transshipment port to destination as separate shipments.													

Figure W-1. Format for Submitting Long-Range Surface Cargo Forecast

PART II – FORECASTING AIR CHANNEL CARGO REQUIREMENTS

A. SUBMISSION REQUIREMENTS

1. The Services, DLA, and DeCA are required to submit both short- and long-range forecasts for air cargo movement requirements. The USTRANSCOM TCJ3 is the TWF process owner. They initiate the long-range TWF process NLT 15 November. By the 15th of each month, TCJ3 receives a short-range forecast revising, as required, the movement requirements for the operating month 110 days out.

2. NLT 2 January each year, TCJ3 will provide the Services, DLA, and DeCA via e-mail in a formatted spreadsheet (see Figure W-2) depicting the previous FY historic movement data. TWF data will be reported by nearest short ton, by month, for those channels listed in the Air Mobility Command (AMC) Sequence Listing for Channel Traffic.

3. The Services, DLA, and DeCA review the TWF historic data and adjust as required based on known existing transportation workload. The adjusted TWF historic data, which becomes the Services, DLA, and DeCA's forecasts, is then returned to TCJ3 via e-mail. The steps in the long-range TWF process are detailed below:

a. NLT 15 November, TCJ3 initiates the annual long-range air channel forecast. They task the AMC Tanker Airlift Control Center (TACC)/Channel Development and Performance Division (XOGD) and AMC/FMBT (Transportation Working Capital Fund Budget Branch) to review actual movement/billing data from the previous FY. At the same time, TCJ3 notifies the Services, DLA, and DeCA by message and/or e-mail that the process is starting and advises them of significant suspense dates.

b. TCJ3, using the Global Air Transportation Execution System (GATES) data, inputs previous FY historic movement data into a spreadsheet formatted by short tons, by channel, by month, and by Services, DLA, and DeCA. TCJ3 e-mails this spreadsheet to AMC TACC/XOGD and AMC/FMBT to review and reconcile any data conflicts. AMC TACC/XOGD and AMC/FMBT coordinate any changes to historic movement data with TCJ3.

c. NLT 15 December, TCJ3 resolves with AMC TACC/XOG and AMC/FMBT any data discrepancies and prepares an initial USTRANSCOM forecast based on previous FY historic movement data. NLT the first duty day in January, TCJ3 e-mails an initial forecast to the Services, DLA, and DeCA. AMC TACC/XOG and AMC/FMBT also receive the initial forecast via e-mail.

d. NLT 15 January, the Services, DLA, and DeCA return their forecast to TCJ3 via e-mail in same format as described in Paragraph 2 above. This is their best estimate of requirements for next FY, next FY + 1, and next FY + 2. It is based on USTRANSCOM's actual historic movement data adjusted by the Services/Agencies forecasters for known changes to transportation workload requirements.

e. TCJ3 reviews the forecast submitted by the Services, DLA, and DeCA comparing it to the USTRANSCOM forecast. The purpose of this review is to note any apparent discrepancies. TCJ3 also finalizes preparations for the TWF Conference.

f. NLT first week of February, TCJ3 hosts and chairs the TWF Conference. The purpose of this conference is to bring together the providers of lift (TCCs) with the customers of the Services, DLA, and DeCA to resolve any forecast issues and produce a final TWF.

g. Following the TWF Conference, TCJ3 produces the final air channel TWF and sends to Services, DLA, and DeCA for formal coordination and approval. This should occur NLT 15 February.

h. The appropriate forecasting POC within each Service and Agency receives the final TWF, coordinates as appropriate, and gets final approval. A GO/FO/SES-level executive in the chain of command should release the approved forecast. The approved forecast is released back to USTRANSCOM TCJ3 NLT 15 March.

i. Upon receipt of approved forecast from the Services, DLA, and DeCA, TCJ3 releases the forecast to AMC TACC/XOGD for operational use and to AMC/FMBT for financial use. The final approved air channel TWF must be available NLT 1 April.

4. A short-range TWF is submitted monthly by each Service and DLA. They should be e-mailed to TCJ3 NLT the 15th of each month. They cover the operating month approximately 110 days out. For example, the short-range forecast for June would be submitted NLT 15 February. The short-range forecast is by channel, by short tons, by cargo, by HHG, by baggage, and by mail. Although not required by TCJ3, if requirements for oversize, outsize, and hazardous are known, they should be submitted as well. Figure W-3 is a recommended format.

B. DISTRIBUTION OF REPORTS

Each month, AMC TACC/XOGD sends a Movement Versus Forecast and Worldwide Movement report to each Service, DLA, and DeCA. The Movement Versus Forecast report provides actual accumulative movement in tons of cargo, mail, and hold baggage compared to the Services' forecasted tonnage. The Worldwide Movement report shows actual cumulative movement of originating cargo, mail, HHG, and hold baggage from all Aerial Ports of Debarkation (APODs).

C. WARTIME REQUIREMENTS

During a contingency or war, when notified by USTRANSCOM, the following additional cargo categories will be broken out. This breakout may be limited to specific channels.

1. Outsize Cargo. In reporting airlift requirements, report outsize cargo when known; this is cargo that exceeds 810 inches long by 117 inches wide by 105 inches high in any dimension (the loading capability of the C-141 aircraft).

2. Oversize Cargo. Report oversize cargo when known; this is cargo that exceeds 108 inches long by 88 inches wide by 96 inches high in any dimension (dimensions of the standard 463L pallet).

3. Hazardous Cargo. Report hazardous cargo, when known. This is cargo containing any material that is an oxidizing agent or whose properties make it flammable; that is corrosive, combustible, explosive, toxic, or radioactive; or that has magnetic qualities strong enough to cause appreciable deviations to compass-sensing or other navigational devices of an aircraft.

D. JCS REQUIREMENTS

The commander of a unified or specified command sends requirements for a JCS-directed or JCS-coordinated exercise directly to USTRANSCOM under procedures established by the JCS. All requirements submitted to USTRANSCOM for the types of cargo listed below are generally reported by one of the Services or DLA, even though the Agency, office, or activity directly served and the sources of funding the airlift vary.

1. Army and Air Force Mail. The Army reports these requirements.
2. Navy and Marine Corps Mail. The Navy reports these requirements.
3. Army and Air Force Exchange Services (AAFES). The Army reports these cargo requirements.
4. Other Agencies, Offices, or Activities. These cargo requirements are usually reported by the Air Force or as assigned by the Office of the Secretary of Defense or JCS.

Format for Submitting Long-Range Airlift Requirements

SERVICE/AGENCY NEXT FY													
CHANNEL		1 ST QTR FY SHORT TONS			2d QTR FY SHORT TONS			3d QTR FY SHORT TONS			4 th QTR FY SHORT TONS		
APOE	APOD	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
CHS	ASU												
	BGI												
	BOG												

SERVICE/AGENCY NEXT FY PLUS ONE and FY PLUS TWO													
CHANNEL		1 ST QTR FY SHORT TONS			2d QTR FY SHORT TONS			3d QTR FY SHORT TONS			4 th QTR FY SHORT TONS		
APOE	APOD	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
CHS	ASU												
	BGI												
	BOG												

Figure W-2. Format for Submitting Long-Range Airlift Requirements

Format for Submitting Short-Range Airlift Requirements

SERVICE/DLA SHORT-RANGE FORECAST (SUBMITTED 110 DAYS PRIOR TO OPERATING MONTH)									
FOR EXAMPLE: OPERATING MONTH OF JUNE IS SUBMITTED NLT 15 FEBRUARY									
CHANNEL		CARGO	HHG	BAGGAGE	MAIL	OVER SIZE	OUT SIZE	HAZMAT	
CHS	ASU								
	BGI								
	BOG								

Figure W-3. Format for Submitting Short-Range Airlift Requirements

ATTACHMENT W-1

FORMAT FOR SPECIAL ASSIGNMENT AIRLIFT MISSIONS (SAAM) REQUEST

1. In order for requests to flow directly into the airlift deployment analysis system computer, strict format requirements must be followed. Requests with irregularities will automatically be segregated and will require individual attention to correct the error(s). Requests for all SAAM airlifts will be sent to the appropriate Service or theater validator(s).

2. Format for Requesting Airlift (see Paragraph 3 for optional and required datasets.)

MSGID/TITLE/ORIGINATOR//

**AL1249REQ/TYPE OF REQUEST (SAAM OR JCS)/NUMBER (IF ASSIGNED)/ JCS
PRIORITY/YOUR UNIT/PROJECT NAME (IF KNOWN)/INFO-ADDR//**

**ON/OFF/CLASSIFICATION/REF NUMBER/ONLOAD LOCATION/OFFLOAD
LOCATION/AVAIL LOAD DATE/EARLIEST ARRIVAL OR PICK UP DATE/LATEST
ARRIVAL DATE/NUMBER OF PAX/BAGGAGE SHORT TONS/CARGO SHORT
TONS/CUBE OF CARGO AND BAGGAGE/COMMENTS (IF APPLICABLE)//**

**MSNREQ/CLASSIFICATION/REF NUMBER/NUMBER ACFT/TYPE
ACFT/CONFIGURATION/MSN SUPPORT COMMENTS (I.E., FORKLIFTS)//**

**LOAD/CLASSIFICATION/REF NUMBER/CARGO REF/LOAD DESCRIPTION/QTY PLTS,
VEHICLES, PCS NONPALLETIZED CARGO/CARGO WGT IN
POUNDS/CUBE/LENGTH/WIDTH/HEIGHT/SECURITY CLASSIFICATION OF CARGO//**

**HAZCOMM/CLASSIFICATION/REF NUMBER/CARGO REF/SHIPPING NAME OF HAZ
CARGO/PACKAGING PARA/NET EXP WGT (ENTER -/- IF NOT APPLICABLE)//**

**CONTACTS/CLASSIFICATION/TYPE OF CONTACT; I.E., ON LOAD, EN ROUTE,
ETC/LOCATION/NAME/DUTY PHONE/HOME PHONE//**

**BILLING/TAC, CIC, OR OTHER BILLING INFO (ENTER -/- IF NOT KNOWN OR NOT
USED)//**

REMARKS/COMMENTS (ENTER -/- IF NONE)//

3. Instructions for completing airlift request messages information. Fields must be given in the order listed. Each field must be separated by a single slash (/). Each data set must end with a double slash (//). Information within a field cannot contain a slash as part of the data content, since automated requests will interpret this as an end-of-field marker. To indicate a blank field enter -/-. A data set line may not exceed 69 characters. The entire data set may, however, require two or more lines of text. In this case, end each line with a complete field and begin the continuation line with a single slash (/) followed by the next field. A data set field may not be split between two lines.

a. Message Identification (MSGID) data set (required data set).

(1) (Mandatory) Enter the data set title; i.e., MSGID (five characters maximum).

(2) (Mandatory) Enter the title of the message; i.e., AL1249 (six characters maximum).

(3) (Mandatory) Enter the organization or location initiating the request (20 characters maximum).

b. AL1249REQ data set (required data set).

(1) (Mandatory) Enter the data set title; i.e., AL1249REQ (nine characters maximum).

(2) (Mandatory) Enter the type of request; i.e., SAAM or Joint Chiefs of Staff (JCS) (four characters maximum).

(3) (Conditional) Enter the SAAM number. NOTE: Initial requests for airlift will not contain a SAAM number until assigned by the appropriate validator. Therefore, requesters should enter “/-/” if the number is not known (four characters maximum).

(4) (Conditional) Enter the airlift priority; i.e., 1B1 (three characters maximum). Requesters should enter /-/ if the priority is not known.

(5) (Mandatory) Enter unit identifier; i.e., NGB Andrews AFB (20 characters maximum).

(6) (Optional) Enter the project name, if applicable; i.e., drug interdiction. Enter /-/ if no project name (40 characters maximum).

(7) (Optional) Indicate if information addressees are to be copied on all subsequent messages by entering “Y”. Enter “N” to exclude information addressees on subsequent messages (one character maximum).

c. ONOFF data set (required data set).

(1) (Mandatory) Enter the data set title; i.e., ONOFF (five characters maximum).

(2) (Mandatory) Enter the security classification of this line; i.e., “U”–Unclassified, “C”–Confidential, “S”–Secret, or “T”–Top Secret (one character maximum).

(3) (Mandatory) Enter a reference number for each on/offload for each portion of the SAAM of JCS exercise. For multiple stops, enter a new reference number for each on/offload combination; i.e., ONOFF/U/1/KBLV/MYIG ONOFF/U/2/KHRT/MYIG ONOFF/U/3/KDYS/MYIG This number will tie each on/offload location and its requirement to the commodity description in the load and hazardous communications (HAZCOM) data sets (four characters maximum).

(4) (Mandatory) Enter the name of the port of embarkation (POE) by name or International Civil Aviation Organization (ICAO) code (preferred entry) (16 characters maximum).

(5) (Mandatory) Enter the name of the port of debarkation (POD) by name or ICAO code (preferred entry) (16 characters maximum).

(6) (Mandatory) Enter the Greenwich Mean Time (GMT), expressed as “Z time” for the available-to-load date; i.e., 140100ZJUL00. If the time should be coordinated, also enter “COORD” (12 characters maximum).

(7) (Mandatory) For SAAMs, enter the pick-up date and time. For JCS exercises, enter the earliest arrival date. Use GMT expressed at “Z time”; i.e., 140200ZJUL00. If time should be coordinated, enter “COORD” (12 characters maximum).

(8) (Mandatory) Enter the GMT, expressed as “Z time” for the latest arrival date; i.e., 141400ZJUL00. If time should be coordinated, enter “COORD” (12 characters maximum).

(9) (Conditional) Enter the number of passengers to be on/offloaded at each location. In the remarks data set, identify all foreign nationals. If the mission is a cargo SAAM, indicate passengers who may be couriers or technical escorts (five characters maximum).

(10) (Conditional) Enter the total weight of the baggage, expressed in short tons, to the nearest tenth of a ton (five characters maximum).

(11) (Conditional) Enter the total weight of the cargo, expressed in short tons, to the nearest tenth of a ton. Do not include baggage weight (five characters maximum).

(12) (Conditional) Enter the total cubic feet of the cargo and baggage (six characters maximum).

(13) (Optional) Enter any comments about the onload/offload or timing; i.e., TBD (seven characters maximum).

d. Mission Request (MSNREQ) data set (Optional data set) if used, data set must follow this format. If optional fields are not used, enter “/-”.

(1) (Mandatory) Enter the data set title; i.e., MSNREQ (six characters maximum).

(2) (Mandatory) Enter the security classification of this line. “U”, “C”, “S”, “T” (one character maximum).

(3) (Mandatory) Enter a reference number for each movement requirement. This number will correspond to an on/offload requirement number in the onoff data set (four characters maximum).

(4) (Optional) Enter the number of aircraft requested (three characters maximum).

(5) (Optional) Enter the type of aircraft requested (eight characters maximum).

(6) (Optional) Enter the aircraft configuration requested (five characters maximum).

(7) (Optional) Enter mission support requirements; i.e., forklifts, X-loaders, pallets, etc. (37 characters maximum).

e. Load data set (optional data set). If used, must follow this format. Enter “/-/” if optional fields are not used.

(1) (Mandatory) Enter the data set title; i.e., load (four characters maximum).

(2) (Mandatory) Enter the security classification of this line; i.e., “U”, “C”, “S”, or “T” (one character maximum).

(3) (Mandatory) Enter a reference number for each load description. This number will tie the load description in this data set to its requirement in the ONOFF data set (four characters maximum).

(4) (Mandatory) Enter an identifier for each load description. This identifier, combined with the reference number, will tie the load description in this data set to the hazardous commodity description in the HAZCOM data set (one character maximum).

(5) (Mandatory) Enter the cargo commodity description. Include service nomenclature and Department of Transportation shipping name and class, if appropriate. NOTE: Do not use slashes within this data set. Use a separate line for each commodity description. Begin each additional line of the data set with “LOAD/” (16 characters maximum).

(6) (Optional) Enter the quantity of pallets, vehicles, or pieces of nonpalletized cargo (four characters maximum).

(7) (Optional) Enter the individual weight of all nonpalletized cargo, equipment, and vehicles or total weight of pallets, in pounds (six characters maximum).

(8) (Optional) Enter the unit cubic feet of all nonpalletized cargo or vehicles or the total cubic feet of pallets (five characters maximum).

(9) (Optional) Enter the length, in inches, of all nonpalletized cargo or vehicles (three characters maximum).

(10) (Optional) Enter the width, in inches, of all nonpalletized cargo or vehicles (three characters maximum).

(11) (Optional) Enter the height, in inches, of all nonpalletized cargo or vehicles (three characters maximum).

(12) (Mandatory) Enter the security classification of the cargo: “U”, “C”, “S”, “T”, or “Y”–Classified (one character maximum).

f. HAZCOM data set (Optional data set). If used, data set must follow this format. Enter “/-/” if optional fields are not used.

(1) (Mandatory) Enter the data set title; i.e., HAZCOM (seven characters maximum).

(2) (Mandatory) Enter the security classification of this line; i.e., “U”, “C”, “S”, or “T” (one character maximum).

(3) (Mandatory) Enter a reference number for each hazardous commodity description. This number will tie each hazardous commodity description in this data set to an on/offload requirement in the ONOFF data set (four characters maximum).

(4) (Mandatory) Enter an identifier for each commodity description. The identifier, combined with the reference number, will tie the commodity description in this data set to the load description in the load data set (one character maximum).

(5) (Mandatory) Enter the proper shipping name of all hazardous items. Use the remarks data set, if necessary. Hazardous materials will not be airlifted unless all provisions of subject regulation have been complied with. (For special weapons, provide the number and type units, type container, unit weight, and total weight-in to the On/Offload order. Nuclear weapons data are found in Technical Order (TO) 11N-45-61 and TO 11N-45-51A(A) (43 characters maximum).

(6) (Optional) Enter the quantity of pallets, vehicles, or pieces of nonpalletized cargo (four characters maximum).

(7) (Optional) Enter the total net explosive weight (NEW) (three characters maximum). Indicate in the remarks data set the NEW, by class, for each item containing Department of Defense class/division 1.1, 1.2, or 1.3 explosives.

g. Contacts data set (Required data set).

(1) (Mandatory) Enter the data set title; i.e., contacts (eight characters maximum).

(2) (Mandatory) Enter the security classification of the line; i.e., “U”, “C”, “S”, or “T” (one character maximum).

(3) (Mandatory) Enter the type of contact; i.e., Onload, En route, Best, Overall, Validator, etc. (10 characters maximum).

(4) (Mandatory) Enter the location of the contact (20 characters maximum).

(5) (Optional) Enter the full name of the contact (25 characters maximum).

(6) (Mandatory) Enter the office phone number. Include Defense Switched Network and commercial, as applicable (18 characters maximum).

(7) (Optional) Enter the home phone number. Include the area code (18 characters maximum).

h. Billing data set (Conditional data set). If message originates from a SAAM validator, billing information is mandatory. If this data set is used, follow this format. Enter “-/” if optional fields are not used.

(1) (Mandatory) Enter the data set title; i.e., billing (seven characters maximum).

(2) (Conditional) Enter the Customer Identification Code (CIC), Transportation Account Code (TAC), or appropriation chargeable, as applicable. If none of these are available, include the name and address of the specific organization reimbursing on direct billing basis. Not applicable for JCS exercises. Enter no more than 69 characters per line (255 characters maximum).

i. Remarks data set (Optional data set). If used, data set must follow this format. Enter “-/” if optional fields are not used.

(1) (Mandatory) Enter the data set title; i.e., remarks (seven characters maximum).

(2) (Optional) Provide the following: (2500 characters maximum).

(a) Purpose of the SAAM. A brief, concise, unclassified statement; i.e., Purpose/Mission is airlifting support equipment for F-4E unit training exercise.

(b) Geographic location of information addressees. If an “N” is not entered in the Information Addresses (INFOADDR) field of the AL1249REQ data set, all INFOADDR included on the 1249 message will be copied on subsequent communications about the SAAM or JCS request.

(c) Justification for short-notice foreign clearance of cargo and aircraft. Justification must include detailed description of the commodity requiring clearance. Name and phone number of individuals who can provide additional justification for the rapid reaction or emergency SAAM, if required by Headquarters United States Air Force XOXXI.

(d) SAAM requirements submitted within 72 hours of the desired movement date are considered rapid reaction or emergency. A statement as to the rapid reaction or emergency requirement and the justification for airlift within 72 hours must be included in the remarks data set. Individual declaring rapid reaction or emergency requirement and the justification for airlift within 72 hours must be included in the remarks data set. Individual declaring rapid reaction or emergency requirement will be at least a 0-6 in rank, civilian equivalent, or designated representative. Also, that individual's name and rank must be included in the remarks data set of the request.

(e) SAAM requirements for channel extension or flag stop will include the following additional information. Do not enter more than 69 characters per line (255 characters maximum). (See <http://public.scott.af.mil/hqamc/fm/rates.htm>, which establishes criteria for channel extensions and flag stops.)

1 Transportation Control Number(s).

2 Air Mobility Command Channel Mission Identifier to be used; e.g.,
AJM804000140.

3 Contacts for initial channel onload station and point of channel extension for flag stop. NOTE: A required delivery date cannot be assigned to a flag stop or channel extension.

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